



LOW INCOME HOUSING TAX CREDIT

QUALIFIED ALLOCATION PLAN

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STATE OF ILLINOIS

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I) Definitions

The following capitalized terms used in this QAP shall have the following definitions:

- “Allocation” shall mean the award of Tax Credits to a Project pursuant to Section 42. An Allocation may be made pursuant to a Carryover Allocation Letter or the issuance of IRS Form(s) 8609.
- “Area Median Income” or “AMI” shall mean the median income of the County in which the Project is located, or the metropolitan statistical area of Chicago, or the metropolitan statistical area of St. Louis, adjusted for family size, as such adjusted income and median income for the area are determined from time to time by HUD for purposes of Section 8 of the United States Housing Act of 1937.
- “Application” shall mean an entire set of required and requested documents, in paper and electronic form, as prescribed in this QAP and submitted by a Sponsor to the Authority.
- “Authority” shall mean the Illinois Housing Development Authority.
- “Board” shall mean the Members of the Authority.
- “Carryover Allocation” shall mean the Allocation for a Project which is not expected to be Placed in Service in the year of the initial Allocation, made pursuant to the provisions of Section 42(h)(1)(E) of the Code.
- “Carryover Allocation Letter” shall mean the written documentation from the Authority to an Owner making a Carryover Allocation for that Owner's Project.
- “Code” shall mean the Internal Revenue Code of 1986, as amended, and the regulations, notices, revenue rulings and other official pronouncements promulgated under it, all as they may be amended from time to time.
- “Compliance Period” shall mean the period, as defined in Section 42(i)(1) of the Code, during which a Project must comply with the occupancy restrictions (both income and rent) of Section 42.
- “Credit Ceiling” shall mean the amount of Tax Credits available for Allocation by the Authority for any calendar year, as provided in Section 42.
- “Credit Period” shall mean with respect to any building in a Project, the period of ten taxable years beginning with the taxable year in which such building is Placed In Service or, at the election of the Owner, the following taxable year.
- “Determination Letter” shall mean the written documentation from the Authority to an Owner evidencing a determination by the Authority that a Project being financed with the proceeds of tax-exempt bonds satisfies the requirements of the QAP and Section 42(m)(1)D of the Code.
- “Elderly Housing” shall mean housing (i) intended for, and solely occupied by, persons age 62 or older; or (ii) intended and operated for occupancy by at least one person age 55 years or older per unit, and at least 80% of units within the Project are so occupied, when such housing also provides

	<p>“Elderly Services,” as defined herein; or (iii) provided for under any state or federal program that HUD has determined is specifically designed and operated to assist elderly persons (as defined in the state or federal program).</p>
“Elderly Services”	<p>shall mean two or more of the following: social and recreational programs, continuing education, information and counseling, recreation, homemaker, outside maintenance and referral services, an accessible physical environment, emergency and preventive health care programs, congregate dining facilities, transportation to facilitate access to social services and facilities available to them.</p>
“Extended Use Agreement”	<p>shall mean the Tax Credit documentation executed by and between the Authority and the Owner, which is binding upon the Owner and all successors to the Owner, and which requires that the Project comply with the requirements of Section 42, the QAP, the Application and the Authority.</p>
“Extended Use Period”	<p>shall mean the period during which a Project must comply with the occupancy restrictions (both income and rent) of Section 42, given a Sponsor's or Owner's election or indication on the Application, as set forth in the Extended Use Agreement and as defined in and subject to the requirements, terms and conditions set forth in Section 42(h)(6)(D).</p>
“Extremely Low Income”	<p>shall mean a household income that falls between 15% and 30% of the AMI for the area in which a Project is located.</p>
“HUD”	<p>shall mean the United States Department of Housing and Urban Development</p>
“Identity of Interest”	<p>shall mean the existence of any of the following conditions:</p> <ul style="list-style-type: none">• When one or more of the officers, directors, stockholders, members, or partners of the Owner is also an officer, director, stockholder, member, or partner of any other Participant;• When any officer, director, stockholder, member or partner of the Owner has any financial interest whatsoever in any other Participant;• When any Participant advances any funds to the Owner;• When any Participant provides and pays, on behalf of the Owner, the cost of any architectural services or engineering services other than those of a surveyor, general superintendent, or engineer employed by any other Participant in connection with its obligations under its contract with the Owner;• When any Participant takes stock or any interest in the Owner entity as part of the consideration to be paid him/her;
“IRS”	<p>shall mean the Internal Revenue Service</p>
“Low Income”	<p>shall mean a household income that is less than or equal to 60% of the AMI for the area in which a Project is located.</p>

"Material Participation"	shall mean the regular, continuous and substantial involvement in the operation of the development throughout the Compliance Period, as defined in Section 469(h) of the Code and the regulations promulgated under the Code, codified at 26 CFR § 1.469-5T.
"Owner"	shall mean the duly formed, validly existing, single purpose entity, organized under the laws of the State of Illinois, or any other state, that is awarded Tax Credits for a Project pursuant to this QAP and which owns or will own the Project. The Owner shall be owned or controlled by the Sponsors.
"Participants"	shall mean the members of the development team, including Sponsor, Owner, general contractor, architect, property manager, consultants, and syndicators proposed to be involved with the Project.
"Permanent Supportive Housing"	shall mean non-age restricted housing which helps people live stable, successful lives through a combination of affordable, permanent housing and supportive services, appropriate to the needs and preferences of residents, either on-site or closely integrated with the housing. Supportive housing serves individuals and families who are homeless, at risk of homelessness, and/or have disabilities, and who need access to supportive services in order to maintain housing. Acceptance of services is not a condition of tenancy.
"Placed in Service"	shall have the following meaning, based on the Project type: New construction Projects: A building is determined to be Placed in Service when the first unit is ready for occupancy. Rehabilitation Projects: The Placed in Service date for a rehabilitation building is the date established by the Owner at the end of any 24-month period within which the Tax Credit rehabilitation expenditure threshold (the greater of \$3,000 per Low Income unit or 10 percent of acquisition cost) has been satisfied. Acquisition Projects: An existing building is normally Placed in Service upon its acquisition. However, if the building is not in habitable condition, it will not be Placed in Service until restored. Note, however, that even though an occupied building is Placed in Service when it is acquired, its Credit Period cannot begin until the beginning of the Credit Period for the related rehabilitation expenditures.
"Preliminary Project Assessment"	shall mean an entire set of required and requested documents for a site, market and project review, in paper and electronic form, as prescribed in this QAP and submitted to the Authority.
"Project"	shall mean an existing or proposed qualified Low Income housing project, as defined in Section 42, that satisfies, or will satisfy, all of the requirements of the QAP and the Authority.
"QAP"	shall mean the Qualified Allocation Plan, as required under Section 42.

“Reservation”	shall mean the specific amount of Tax Credits reserved for a Project, as evidenced by a Reservation Letter, which the Authority may allocate to the Project.
“Reservation Letter”	shall mean the written documentation from the Authority to an Owner conditionally binding the Authority to make an Allocation of Tax Credits in a specific amount for that Owner’s Project.
“Section 42”	shall mean Section 42 of the Code and the regulations and revenue rulings promulgated under it, all as they may be amended from time to time.
“SLF”	shall mean a Supportive Living Facility under the Supportive Living Program for the frail elderly, administered by the Illinois Department of Healthcare and Family Services.
“Sponsor”:	A duly formed, validly existing entity, organized under the laws of the State of Illinois, or any other state, that is applying for Tax Credits for a Project pursuant to this QAP. The Sponsor shall own or control the Owner of the Project and shall not be a single purpose entity. Project consultants and other like professionals shall not be considered as Sponsors.
“Supportive Housing Populations”	shall mean households headed by persons with disabilities and households that are homeless or at-risk of homelessness, who need access to supportive services in order to maintain housing.
“Targeted Units”	shall mean Permanent Supportive Housing units set-aside for households earning at or below 30% of Area Median Income (AMI), which are headed by persons with disabilities and referred through a State referral network. Targeted Units will assist the State in its efforts to transition persons with disabilities from long-term care to community-based housing.
“Tax Credits”	shall mean federal low income housing tax credits, as authorized by Section 42.
“Ten Percent (10%) Test”	shall mean ten percent (10%) of the reasonably expected basis, as defined in Section 42.

II) Introduction

The mission of the Authority is to finance the creation and the preservation of affordable housing throughout the State of Illinois in order to increase the supply of decent and safe places for people of low or moderate means to live.

The Tax Credit program was created by the United States Congress in 1986 to promote the development of affordable housing for low income individuals and families. The IRS regulations for the Tax Credit program are found under Section 42 of the Code of 1986, as amended.

The Authority is an allocating agency for the Tax Credit program in the State of Illinois. Pursuant to Section 42 of the Code, the Authority is required to publish a QAP describing the criteria that the Authority will consider in evaluating Projects applying for an Allocation of Tax Credits. The Authority will administer the Tax Credit program as set forth herein.

Section 42(m) of the Code requires the Authority to include the following items in the annual QAP:

- Selection criteria for projects receiving Tax Credit Allocations
- Preference for projects serving the lowest income tenants
- Preference for projects serving qualified Low Income tenants for the longest period of time
- Preference for projects located in Qualified Census Tracts, the development of which will contribute to a concerted community revitalization plan

Additionally, Section 42(m) states that the selection criteria must take into consideration the following project, community, or development team attributes:

- Project location
- Housing need characteristics
- Project characteristics, including whether the project involves the use of existing housing as part of a community revitalization plan
- Sponsor characteristics
- Tenant populations with special housing needs
- Public housing waiting lists
- Projects intended for eventual tenant ownership
- Tenant populations of individuals with children
- The energy efficiency of the project
- The historic nature of the project

A) Authority Priorities

Executive Order 2003-18, issued on September 16, 2003, established the first statewide comprehensive housing initiative and appointed the Housing Task Force to improve the planning and coordination of the State of Illinois' housing resources. Six underserved populations were identified in Executive Order 2003-18:

- Low-income households (with particular emphasis on households earning below 30% of area median income)
- Low-income seniors
- Low-income persons with disabilities
- Homeless persons and persons at-risk of homelessness
- Low- and moderate- income persons unable to afford housing near work or transportation
- Low-income persons residing in existing affordable housing that is in danger of being lost or becoming unaffordable

B) General Provisions

The Authority reserves the right to amend, modify, or withdraw provisions contained in the QAP, and/or update the QAP, including attachments, at any time and may waive the application of any or all requirements when changes are necessary to administer the Tax Credit program, subject to public notice requirements.

If, as a result of changes in the Code or otherwise, the IRS finds that any part of this QAP is not in compliance with Section 42, only that non-compliant part shall be considered as being out of compliance with Section 42.

C) Application Disclosures

1) Limitation of Acceptance of Submission

The fact that a Preliminary Site and Market Assessment or an Application is accepted for processing or that a Project receives a Reservation or Allocation of Tax Credits shall not be construed to be a representation or warranty by the Authority as to the feasibility, viability, or lack thereof, of any Project.

2) Sharing of Information with Third Parties and Governmental Entities

The Authority shall have the right at any time without any further consent from, or notice to, the Owner, or any other party, to discuss or communicate and disseminate any information concerning the Owner or the Project with any third party, including, without limitation, any general or limited partner, member, or shareholder of the Owner or any entity or individual comprising any part of Owner's ownership structure, any party providing any funds to or on behalf of the Owner or Project, the IRS, or any other governmental entity.

3) Disclosure of Information Pursuant to the Illinois Freedom of Information Act

The Application is subject to the Illinois Freedom of Information Act (5 ILCS 140) and all or part of such submission may be open to public inspection or copying. Any claim that the information submitted is exempt from disclosure must (i) be made as part of the submission; (ii) identify the information alleged to be exempt; (iii) reference the specific statutory basis for the claimed exemption; and (iv) provide an explanation as to why the information meets the requirements of the exemption. The Authority will determine whether such exemption applies.

4) Notification of Elected Officials

The Authority will send notification letters of its receipt of an Application, along with copies of the relevant sections of the Application and a copy of this QAP, to the chief elected executive official (or an equivalent official) of the local jurisdiction in which the Project is to be located. That official will have thirty (30) days from the date of notification to submit written comments on the Project. A copy of this notification letter will be sent to the Sponsor and will serve as the Authority's confirmation of receipt of the Application.

D) Owner Knowledge of Section 42 and Authority Limitation

The Tax Credit program is a regulated and highly complex program. Final interpretations of certain rules and regulations governing various aspects of the program have not been issued by the U.S. Department of Treasury, especially as related to the provisions in the Housing and Economic Recovery Act of 2008 enacted on July 30, 2008, and the American Recovery and Reinvestment Act of 2009. As such, additional requirements or conditions applying to the Tax Credit program may be forthcoming. It is the responsibility of the Owner to be knowledgeable of Section 42 of the Code, regulations and administrative documents (rulings, notices, and procedures), and all relevant materials published by the IRS. It is strongly suggested that prospective Sponsors and Owners interested in the Tax Credit program contact their tax accountant and/or attorney prior to the development of Projects under the Tax Credit program. While the Authority will strive to assist those Sponsors applying for an Allocation of Tax Credits, the Authority will not provide tax or legal advice.

The Authority's review of an Application is solely for its own purposes, and neither the Sponsor nor Owner of a Project may rely upon the Authority's review as evidence of such Project's compliance with federal or State law. The Authority's Allocation of Tax Credits for a Project shall not constitute a representation or warranty that the Project complies with Section 42 or any other laws and regulations governing Tax Credits. The Owner is responsible to ensure that the Project complies with all such laws and regulations.

III) Tax Credit Information

A) Amount of Authority Credit Ceiling in 2012

As of the date on which this QAP becomes final, the Authority anticipates approximately 28 million in 2012 Tax Credits available for Allocation in Illinois.

In accordance with Section 42 and Treasury Regulation 1.42 - 14, these Credits consist of:

- Approximately 22 million in per capita Tax Credits allocated to the Authority; and
- Approximately 6 million in per capita Tax Credits allocated directly to the City of Chicago.

The total amount of Tax Credits available for Allocation in 2012 is subject to change. Additional Tax Credits may become available if Projects that received Allocations in prior years return Tax Credits to the Authority or if the Authority receives an allocation of Tax Credits from the national pool.

B) Maximum Tax Credit Reservation

The maximum Reservation for which any single Project (including a scattered site Project) may apply is the lesser of 1,500,000 Tax Credits, or the Tax Credit amount supported by the Project's eligible basis. A Project may apply for a Reservation amount up to 1,950,000, **ONLY** if the Project meets at least one of the criteria under Section I(C) Project Eligibility for Tax Credit Boost below.

The Authority reserves the right to allocate Tax Credits to any Project in excess of the maximum Reservation amount.

The Authority reserves the right to limit the number of age-restricted Projects recommended for a Tax Credit Reservation in any Set-Aside.

The Authority reserves the right to limit the Tax Credit Reservations for any one Sponsor with multiple Applications in a given year.

The Authority reserves the right to limit Tax Credit Reservations in areas where the Authority has previously allocated resources.

C) Project Eligibility for Tax Credit Boost

ONLY Projects meeting the specific criteria below are eligible **to apply** for up to a thirty percent (30%) boost (a "Boost") to the eligible basis of the Project.

As with all Allocations, the amount of Tax Credits allocated due to a Boost under this section will not exceed the amount necessary to make the project financially feasible, as determined by the Authority. Therefore, a Tax Credit increase due to a Boost under this section may result in an amount less than the allowable thirty percent (30%) increase.

The Authority reserves the right to provide a Boost to a Project at any time in order to make the Project financially feasible.

Projects utilizing 4% Tax Exempt Bond Projects are not eligible for the Boost.

A Project may apply for a Reservation amount up to 1,950,000, inclusive of the Boost, **ONLY** if it meets at least one of the following criteria:

1) Qualified Census Tract Projects

Projects located in a Qualified Census Tract are eligible to apply for a Boost of up to thirty percent (30%) to the eligible basis. See “Qualified Census Tracts” form on the Authority’s website (www.ihda.org) for a listing of the eligible areas.

2) Non Qualified Census Tract Projects

Projects located outside a Qualified Census Tract but which meet at least **one** of the following two (2) criteria is eligible to apply for a Boost of up to thirty percent (30%) to the eligible basis.

Affordable Housing Planning and Appeal Act (“AHPAA”)

Non-age-restricted Projects located in municipalities which are subject to or at risk of being subject to AHPAA are eligible to apply for a Boost of up to thirty percent (30%) to the eligible basis.

A list of municipalities meeting this criterion can be found in the “AHPAA Municipalities” form on the Authority’s website (www.ihda.org).

Supportive Housing Projects with Targeted Units Plus Non-Targeted Supportive Housing Population Projects

Projects meeting all requirements to request and receive points under the Supportive Housing Projects - Targeted Units Plus Non-Targeted Supportive Housing Population Projects Scoring of the QAP are eligible to apply for a Boost of up to thirty percent (30%) to the eligible basis.

D) Tax Credit Calculation Method

The Authority will determine the amount of Tax Credits that the Project is eligible to receive by using both the qualified basis method (using the applicable percentage) and equity gap method (using a market rate as the net cent raise). See “Sample Calculation of Both Methods” on the Authority’s website (www.ihda.org) for a sample calculation of both of these calculation methods.

The applicable percentage for both Tax Credit Projects is subject to adjustment based on the 9% and 4% Applicable Federal Rates (“AFR”), which are reported monthly by the Internal Revenue Service. The applicable percentage rate can be locked on the date of Reservation, or the date of the Carryover allocation for the Project.

Based on legislation in the Housing and Economic Recovery Act of 2008, the applicable percentage rate for 9% Tax Credit Projects placed into service between July 30, 2008 and December 31, 2013 will be fixed at 9%. The applicable percentage rate for any 9% Project that has an anticipated Placed in Service date after December 31, 2013 may less than 9%, as determined by the AFR at the time of Reservation or Carryover.

The applicable percentage rate for federally-subsidized buildings, including those financed through the issuance of tax-exempt bonds, was not affected by the Housing and Economic Recovery Act of 2008 and is not fixed.

The amount of Tax Credits allocated to a Project will not exceed the amount necessary to make the Project financially feasible, as determined by the Authority.

IV) Set-Asides

A) Overview

On an annual basis, goals will be established for allocating Tax Credits based on a Project's geographic region as reflected in the following set-aside table. In addition, the Authority may reserve a portion of Tax Credits to allocate to Projects that are not awarded Tax Credits through the geographic regions.

These allocation goals are not absolute minimum or maximum amounts, but rather the anticipated approximate amount of Tax Credits to be awarded. Upon evaluating all Projects and determining the most effective use of available Tax Credits, the Authority may choose to modify any of these allocation goals.

Notwithstanding anything to the contrary, the Authority may limit the number of Projects or amount of Tax Credits allocated in any set-aside, regardless of the Project's score and how its score relates to all other Projects.

B) Geographic Tax Credit Set-Asides

All Projects and Applications will be ranked and evaluated within the appropriate geographic set-aside based on Project location. Projects in each set-aside will be assigned a score through the competitive process. Tax Credits will be allocated to the highest ranking Projects within each set-aside as guided by the annual allocation goals.

In the event there are Tax Credits remaining in any of the geographic set-asides, those remaining Tax Credits may be allocated to the single next highest scoring project in the other geographic set-asides according to the following order of priority: Non-Metro, Other Metro, Chicago Metro (subject to or at risk of being subject to AHPAA), Chicago Metro (not subject to or at risk of being subject to AHPAA), and City of Chicago; or to any Project that has been allocated Tax Credits.

C) Statewide Tax Credit Set-Aside

All Applications will be competitively evaluated within the applicable geographic set-aside. Owners cannot apply for or request an award of statewide Tax Credits (the "Statewide Set-Aside"). Rather, upon review of all Applications received in a given round, the Authority may choose to allocate Tax Credits under the Statewide Set-Aside to Projects that fulfill certain housing policy goals, as designated by the Authority, and which may change from year to year.

Projects receiving an award of Tax Credits under the Statewide Set-Aside may include Projects whose competitive score in the geographic set-aside is such that the Project would not otherwise be awarded Tax Credits; or Projects located in a geographic set-aside where the total amount of Tax Credits available is less than the total amount of Tax Credits requested.

2012 Tax-Credit Set-Asides

<u>Set-Aside</u>	<u>Approximate % of Annual Allocation of IHDA Administered Tax Credits</u>
City of Chicago (IHDA) ¹	14.2%
Chicago Metro ² (at risk or subject to AHPAA)	14.1%
Chicago Metro ² (not at risk or subject to AHPAA)	14.9%
Other Metro ³	14.4%
Non Metro ⁴	26.1%
Statewide	16.3%
Authority Allocated Per-Capita 9% Tax Credits	100%

¹ This total does not reflect the additional per-capita allocation that is awarded directly to the City of Chicago out of the State's total per capita Tax Credit allocation.

² Chicago Metro consists of: Lake, DuPage, Kane, McHenry, Will, and Cook County excluding the City of Chicago. For a list of municipalities subject to AHPAA see "AHPAA Municipalities" on the Authority's website (www.ihda.org).

³ See "Other Metro Municipalities" chart on the Authority's website (www.ihda.org).

⁴ Non Metro consists of Projects not included in Chicago, Chicago Metro, or the Other Metro set-asides.

V) Submission Process

A) Deadline

9% Applications: For the 2012 QAP, all submission deadlines are outlined in the “2012 Low Income Housing Tax Credit Schedule”, available on the Authority’s website (www.ihda.org). In order to effectively manage the Tax Credit program, the Authority may adjust the deadlines and reserves the right to hold additional Application rounds.

In order for a 9% Application to be accepted for review, it must be submitted no later than 3:00 P.M. on the deadline dates noted in the “2012 Low Income Housing Tax Credit Schedule” to the following address:

Illinois Housing Development Authority
Attn: Multifamily Financing Department
401 N. Michigan Ave
Suite 700
Chicago, IL 60611

4% Applications: Applications for 4% Tax Credits will be accepted at any time during calendar year 2012. A Preliminary Project Assessment for a 4% Project must be submitted to and approved by the Authority prior to submission of a 4% Application.

B) Mandatory Submission Materials

Applications **MUST** be submitted on original current year Authority forms. All submission materials are available on the Authority’s website (www.ihda.org) or directly from the Authority, upon request.

The Application **MUST** comply with the format and content requirements of this QAP. The Sponsor must present to the Authority a clear, unambiguous, and complete Application by the deadline date. **The Authority may reject any Application that does not conform to the requirements of this QAP.**

The Application submission to the Authority by the deadline date **MUST**:

- Be placed in an adequately sized accordion file folder tabbed to correspond with the enumeration outlined in the “Application Checklist”, available on the Authority’s website (www.ihda.org); **and**
- Include the completed “Application Checklist”; **and**
- Include **ALL** documentation requested in the QAP and outlined on the “Application Checklist”, including all applicable attachments and supporting materials; **and**
- Include the non-refundable Application fee in the amount required on the “Multifamily Fee Payment Form” available on the Authority’s website (www.ihda.org); **and**
- Include an electronic version of the “Common Application” in Excel format on a disk or flash drive; **and**
- Include electronic PDF file versions of **ALL** Application materials on a disk or flash drive, including all applicable attachments and supporting materials. **Each mandatory and scoring tab section of the Application Checklist must be saved as a separate PDF file with a meaningful file name.**

C) Evaluation of Applications

Applications for an Allocation of Tax Credits in calendar year 2012 will be evaluated in the manner described below.

1) Preliminary Project Assessment

Evidence of an approved 2012 Preliminary Project Assessment (the "PPA") for a Project is required prior to submitting an Application to the Authority. If a PPA for a Project was not submitted to and/or approved by the Authority, an Application for Tax Credits will not be accepted by the Authority.

The "Preliminary Project Assessment Workbook", is available on the Authority's website (www.ihda.org).

2) Application

If the PPA is approved by the Authority, an Application for Tax Credits may be submitted. The Application must be received by the Application deadline, be in the formats described above, and must include all items outlined in the "Application Checklist," including all applicable attachments and supporting materials.

A single Application submission must describe a unique project scenario. Projects considering multiple scenarios must submit a separate PPA for each proposal. Multiple scenarios within one Application will not be acceptable.

An Application for 4% Tax Credits must meet all Mandatory Section requirements as well as include all items required on the "Application Checklist" that pertain to the 4% Tax Credits. Please see the 4% Determination Letter Requests section for further information regarding 4% Tax Credit Projects.

3) Changes in Project

The Authority expects an Application for a Project to be substantially similar to the Project for which a PPA was approved.

In no case will a project which has changes to site(s), population served, or construction type be considered as having an approved PPA. Such substantial changes will result in the denial of the Application in the full LIHTC round.

The Authority does recognize that slight Project changes may occur after PPA approval and prior to Application, and may consider the following changes as permissible, on a case by case basis:

- Decrease to the total number of units;
- 10% or less increase or decrease to the number of affordable units;
- 10% or less increase or decrease to number of units of any bedroom size;
- Modification of income restrictions to increase the number of units targeting lower income households;
- Site plan modifications due to local requirements and/or further site assessment.

The Authority reserves the right to consider any other Project changes outside the approved PPA.

4) Completeness Review

If the Authority finds that the Application is not complete, the Authority reserves the right to reject the Application. All Applications will be reviewed for completeness, based on but not limited to, the following:

- Submission of all required Application forms and supporting documentation;
- Submission of all applicable fees; and inclusion of appropriate signatures on all necessary documents.

The Authority will not accept submission of any documentation after the Application deadline. **The Authority is also not responsible for supplementing Applications with materials that it receives outside of the Application submission. Projects will be reviewed solely on the basis of the materials contained in the Application submitted to the Authority by the Application deadline.**

5) Mandatory Review

If the Authority determines that the Application is complete, the Application will be reviewed to determine if the Project meets all mandatory requirements set forth in the Mandatory Requirements section of this QAP.

If the Authority determines that an Application fails to meet one or more of the mandatory requirements, the Application will not be evaluated under the competitive scoring criteria and the Sponsor will be notified in writing that the Application has failed the mandatory review.

6) Scoring Review

If an Application has met all mandatory requirements, as described in the Mandatory Requirements section of the QAP, the Application will be scored based on the categories set forth in Scoring Categories section of this QAP.

Applications that are scored will be ranked in descending order by total point score within each Set-Aside. Generally, Applications with the highest score in each Set-Aside will be allocated Tax Credits except as noted in the Set Asides section.

Applications for 4% Tax Credits will not be scored based on the categories set forth in the Scoring Categories section. Please see the 4% Determination Letter Requests section for further information regarding 4% Tax Credit Projects.

7) Clarifications

If the Authority, in its sole discretion, determines a need for clarification of information, the Authority may contact Sponsors after the application deadline to request clarification of certain materials contained in the Application. The clarification request will only be utilized for minor inconsistencies.

VI) Mandatory Requirements

ALL PROJECTS MUST meet the following mandatory requirements at the time the Application is submitted. A Project that fails to meet these requirements will be notified in writing that the Application has failed the mandatory review and will not be evaluated under the competitive scoring criteria.

An Application may fail the mandatory review if there is **any** missing, incomplete, incorrect, or misfiled documentation of any type, or if information available to the Authority negates information submitted in the Application.

All documentation submitted to fulfill mandatory Application requirements can be **no older than six (6) months prior to the Application deadline**, unless specifically stated otherwise in the QAP.

A) Evidence of Preliminary Project Assessment (PPA)

ALL APPLICATIONS MUST include a current letter of PPA approval from the Authority, dated **within three (3) months** of the Application submission.

B) Project Narrative

ALL APPLICATIONS MUST include a detailed Project narrative through submission of the "Project Narrative" form, completed by the Sponsor, and found on the Authority's website (www.ihda.org). Sponsors are encouraged to provide as much detail and background information about the Project as possible in order to assist the Authority in assessing the Project.

C) Public Housing Waiting List Preference

ALL APPLICATIONS MUST include the "PHA Preference Certification", available on the Authority's website (www.ihda.org), which provides a written certification that the Project will:

- Give preferential treatment to persons on PHA waiting list(s); and
- Make on-going efforts to request that the PHA make referrals to the Project, or request that the PHA include relevant information about the Project on any listing the PHA makes available to persons on its waiting list(s).

D) Certification of Consistency with Relevant Consolidated Plan

ALL APPLICATIONS MUST evidence consistency with the applicable Consolidated Plan through submission of the "Certification of Consistency with Relevant Consolidated Plan" form, found on the Authority's website (www.ihda.org).

For a list of jurisdictions covered by a Consolidated Plan see the Authority's website (www.ihda.org).

Projects located within a county with a Consolidated Plan must include a certification of consistency with the County Consolidated Plan unless the Project is also located within a municipality with a Consolidated Plan, in which case the Application must include a certification of consistency with the municipality's Consolidated Plan.

If the Project is not located in a county or municipality covered by a Consolidated Plan, the Application must include a written request for the Authority to review the Project for consistency with the State Consolidated Plan.

E) Local Support

ALL APPLICATIONS MUST include a letter of support, addressed to the Authority and specifically endorsing the Project, from the chief elected official of all municipalities in which the Project is located. For Projects located in the City of Chicago, a letter of support from the alderman of all wards in which the Project will be located is acceptable.

Any Application that does not include the required letter(s) of support specifically endorsing the Project from the chief elected municipal official(s) or local Chicago alderman(en) must include a description of the efforts to obtain the letter(s) of support, and if applicable, respond to any concerns raised by the chief elected municipal official(s) or local Chicago alderman(en). **Inability to obtain letters of support due to timing issues will not be an acceptable reason for this documentation missing from the Application.**

The Authority will review the documentation, as well as any additional letters of support, and may waive the requirement for the letter of support from the chief elected official(s) or Chicago alderman(en).

All letters of support must be included in the Application. Letters of support received after the Application deadline, except as solicited by the Authority, will not be accepted.

F) Site Control

ALL APPLICATIONS MUST include site control for the Project that extends for **a minimum of six (6) months** beyond the Application deadline. Site control can **only** be demonstrated through one of the following:

- A fee simple interest in the subject property in the name of the Sponsor or Owner; or
- A fully executed, binding agreement, signed by both the Sponsor or Owner and the seller for the purchase of the subject property; or
- A fully executed, binding agreement, signed by both the Sponsor or Owner and the seller for the long term lease for a minimum ninety-nine(99) years of the subject property; or
- A fully executed, binding agreement, signed by both the Sponsor or Owner and the seller of the subject property evidencing land and/or building donation; or
- When the subject property is owned by a governmental entity, a letter of intent to the Sponsor or Owner from the governmental entity to sell, donate, or enter into a long term lease of the subject property.

The site control documentation **must** include **all** of the following:

- The sale or lease price; and
- Legal description of the property; and
- Expiration date for purchase option(s), purchase agreement(s), or letter(s) of intent

All Applications **must** also include **all** of the following:

- Legal description(s) submitted in both a printed and plain text electronic formats; and

- Aerial photograph(s) with the location(s) of the Project site(s) clearly marked, and surrounding uses clearly visible. Aerial maps and photographs are obtainable at no cost via the internet from several online mapping services.

G) Zoning

ALL APPLICATIONS MUST include evidence that the Project site is currently zoned for its proposed use. For a scattered-site Project, the Application must include evidence that each parcel is currently zoned for its proposed use.

Evidence of appropriate zoning can **only** be demonstrated through one of the following:

- A valid building permit; or
- A letter of zoning certification from the local zoning administrator (or chief elected official in localities without a zoning administrator) identifying the Project and containing **all** of the following:
 - 1) The location of the Project site (e.g. address or street crossings); and
 - 2) The current zoning designation; and
 - 3) A description of the Project (including number of units, proposed use, and whether it is new construction, rehabilitation, or both); and
 - 4) A statement that the current zoning is appropriate for the proposed Project and no zoning variation requests are pending that would alter this zoning.
- 5) In cases where the Project will be approved through a Planned Development or Planned Unit Development (“PUD”) process, the Authority may consider an exception to the requirement that the current zoning be appropriate for the proposed Project on a case-by-case basis. In order to be considered for such an exception, the Application **must** include a letter from the local zoning administrator (or chief elected official in localities without a zoning administrator) identifying the Project and containing **all** of the following:
 - The location of the Project site (e.g. address or street crossings); and
 - A description of the Project (including number of units, proposed use, and whether it is new construction, rehabilitation, or both); and
 - A written explanation of the PUD approval process; and
 - Evidence the PUD process has been initiated; and
 - Evidence of which stage in the PUD approval process the Project has reached; and
 - Evidence satisfactory to the Authority that the PUD will be reviewed in a timely manner.

Sufficient evidence of progress for PUD approval to satisfy the zoning requirement may include, but is not limited to, the local planning body’s recommendation of approval to the entity with authority to approve the PUD, such as the town council or board of trustees.

H) Site Physical Information

1) Floodplains / Floodways

ALL APPLICATIONS MUST include a Federal Emergency Management Agency (“FEMA”) floodplain map for the Project area. The boundaries of the Project site must be clearly delineated on the FEMA map. FEMA floodplain maps can be obtained from the FEMA website.

2) Projects Located in 100 Year Floodplain / Floodway

Generally, the Authority prefers Projects located outside the 100-year floodplain / floodway.

All Applications for Projects within the 100 year floodplain / floodway **must** submit one or both of the following depending on the Project’s scope of work:

Rehabilitation of Existing Structures

- 1) The location of the existing buildings; and
- 2) The elevation of the lowest floor level in the existing buildings; and
- 3) The FEMA determined elevation of the existing floodplain / floodway;

Note: Projects involving the rehabilitation of existing buildings located in the 100-year floodplain / floodway, will meet mandatory criteria **ONLY** if the lowest existing floor elevation of each building in the floodplain is at least six inches (6”) above the FEMA designated floodplain / floodway elevation.

New Construction and/or Demolition of Existing Buildings:

- 1) A qualified environmental professional or engineer’s opinion as to whether or not the Project will impact any floodplain or floodway;
- 2) A qualified environmental professional or engineer’s documented mitigation efforts regarding impacts to existing floodplains / floodways planned for development, including consideration of alternative locations for the Project;
- 3) A FEMA Conditional Letter of Map Amendment (“CLOMA”) or Conditional Letter of Map Revision (“CLOMR”) for the Project site that shows the site is eligible for reclassification out of the floodplain / floodway area; and
- 4) Evidence that the property is eligible for flood insurance and that such insurance will be in place if awarded funding from the Authority until FEMA amends the flood plain map and the Authority determines the Project site is no longer in the floodplain / floodway.

3) Wetlands

ALL APPLICATIONS MUST include a U.S. Fish and Wildlife Service (“USFWS”) National Wetlands Inventory map for the area in which the site is located delineating the boundaries of the Project site. National Wetlands Inventory maps can be obtained from the USFWS website.

In cases where there are wetlands suspected on the Project site, or in the event the Project may impact wetlands, the Application **must** include the following:

- A wetlands delineation performed in accordance with all federal and state guidelines; and
- An official jurisdictional determination issued by the U.S. Army Corps of Engineers (“USACE”) in the form of a USACE wetlands permit.

4) Mining

ALL APPLICATIONS MUST include documentation from the Illinois State Geological Survey (“ISGS”) that clearly indicates whether the Project is located in or near an area that has been affected by mining. Information on mining activity in Illinois is available on the ISGS website.

If the Project is in or near an area the ISGS identifies as affected by mining, the following information **must** be submitted:

- The quadrangle study (if available) or the county mine map completed by the ISGS for the area in which the Project is located with the boundaries of the Project site delineated; and
- Information provided by a qualified geotechnical engineer indicating the depth of the mine, the type of mining that was performed, the year that mining ceased, and any other data that may impact the Project. In addition, the qualified geotechnical engineer must submit a letter of opinion as to whether or not the Project will be impacted by the mining.

Based on documentation submitted, the Authority may reject the Project or require mine subsidence insurance.

I) Historic Preservation

ALL APPLICATIONS MUST include **all** documentation listed in the “Historic Preservation Checklist” found on the Authority’s website (www.ihda.org).

ALL PROJECTS MUST meet the requirements of the National Historic Preservation Act and the Illinois State Historic Resources Protection Act as determined by the Illinois Historic Preservation Agency (“IHPA”), regardless of the Project type, location or its historic nature. Information about these requirements is available on the IHPA website.

J) Site Environmental Information

ALL APPLICATIONS MUST include the following environmental information:

- The “Environmental Checklist” completed by an Authority-approved environmental vendor **within six (6) months** prior to the Application submission addressing **all** properties in the Project. The Environmental Checklist and the Authority-approved environmental vendor list can be found on the Authority’s website (www.ihda.org).
- A Phase I environmental site assessment (“Phase I”) completed **within one (1) year** prior to the Application deadline for all properties in the Project that meets the requirements of ASTM E1527-05 and address all the items in “Phase I Additional Scope Requirements” form on the Authority’s website (www.ihda.org). A letter of reliance addressed to the Authority must also be submitted. The Phase I **must** be performed by a vendor approved by the Authority. The Authority-approved environmental vendor list can be found on the Authority’s website (www.ihda.org).

The Authority reserves the right to require additional environmental testing, including but not limited to a phase II environmental site assessment, and / or testing for radon, mold or any other environmental hazards.

Environmental concerns will be considered in the context of the housing to be provided. The Authority will weigh the benefits of the housing to the public against the costs to mitigate any environmental hazards, the potential health risks, and other financial and public policy implications.

K) Architectural Requirements

1) Preliminary Architectural Plans and Specifications

ALL APPLICATIONS MUST include preliminary architectural plans and specifications on 11" x 17" paper that, at a minimum, include **all** of the following:

- Dimensioned floor and unit plan(s) indicating square footage; and
- Elevations for all building types (photographs are acceptable for rehabilitation Projects). For single-family homes, an elevation for each of the typical construction styles in the Project will be acceptable; and
- A site plan showing the placement and orientation of buildings, parking areas, sidewalks, landscaping, easements, trash dumpsters, buffers, required site amenities, significant natural features, etc.; and

2) Standards for Architectural Planning and Construction

All Projects receiving an Allocation of Tax Credits **must** meet the requirements contained in the Authority's "Standards for Architectural Planning and Construction", as amended and found on the Authority's website (www.ihda.org).

ALL APPLICATIONS MUST include a certification signed by a licensed architect that all required architectural standards will be incorporated into the Project and the Project will be designed according to the Authority's Standards for Architectural Planning and Construction. Please see the "Architectural Certification" form found on the Authority's website (www.ihda.org).

Close attention should be paid to the following sections in the Standards for Architectural Planning and Construction:

Green Design Requirements

All minimum green design requirements as specified in the Standards for Architectural Planning and Construction Section 18.00 – Green Criteria. These minimum requirements are based on one of the following: Enterprise Green Communities Criteria 2011; Enterprise Green Communities certification; U.S. Green Building Council's LEED certification; NAHB Model Green Home Building Guidelines certification.

A licensed architect should be consulted to determine the minimum green design requirements for the Project.

Accessibility Requirements

ALL PROJECTS MUST comply with all applicable Federal and State accessibility laws and / or as specified in the Standards for Architectural Planning and Construction Section 14.00 – Accessibility Standards.

Depending on the Project scope of work and sources of financing the applicable laws include but may not be limited to the following: the Fair Housing Amendments Act of 1988; the Illinois Accessibility Code; the Americans with Disabilities Act of 1990, as amended; Section 504 of the 1973 Rehabilitation Act; and the Americans with Disabilities Act of 1990, as amended.

A licensed architect should be consulted to determine which Federal and State accessibility laws may apply.

Required Project Amenities

ALL PROJECTS MUST provide minimal unit and project amenities as specified in the Standards for Architectural Planning and Construction Section 6.00 – Design and Planning.

For rehabilitation and scattered-site Projects, the Authority may allow the exemption or substitution of required Project amenities. A request for exemption or substitution of any amenity must be submitted with the Application along with a detailed explanation describing why the required Project amenity cannot be included in the Project design and a description of the substitution amenity, if applicable.

Additionally, Projects with a previously funded phase may be able to share some required Project amenities between phases. A request to share Project amenities between phases must be submitted with the Application along with a detailed explanation describing how the shared Project amenity with adequately serve both phases. The Authority may require cross easements when granting approval to share Project amenities between phases.

A licensed architect should be consulted to determine the minimum unit and project amenities required.

L) Cost Certification

ALL APPLICATIONS MUST include a construction cost certification, submitted on the form “Construction Cost Certification”, as found on the Authority’s website (www.ihda.org) and prepared by a qualified contractor, architect, or construction cost consultant.

In cases where there is an Identity of Interest between a Sponsor and Project general contractor or between a Sponsor and the Project architect, the Construction Cost Certification form must be completed by a cost estimate vendor approved by the Authority. For a listing of Authority-approved cost estimator firms, please see the Authority’s website (www.ihda.org).

The Authority will review the scope of work, type of construction, and construction costs to confirm the Project budget and ensure the Project will result in high quality housing.

For rehabilitation Projects, this scope of work will be evaluated along with the Physical Needs Assessment to ensure that all necessary items are being addressed. If the scope of work is insufficient, the Application will fail the mandatory review.

Sponsors must provide a detailed explanation of all construction cost variances existing between the development budget, construction cost certification and/or physical needs assessment.

M) Market Analysis

1) Market Study

ALL APPLICATIONS MUST include a market study conducted by an independent third party market analyst showing that there is adequate market demand for the Project. The market analyst must be chosen from a list of Authority-approved firms available on the Authority's web site (www.ihda.org).

Market studies must accurately reflect the rental structure and unit mix of the proposed Project. It is the Sponsor's responsibility to ensure that the market study is an accurate reflection of the Project and meets all of the Authority's requirements.

Sponsors and Owners are encouraged to reference the Multifamily Production file in the Market and Research-related Downloads category on the Authority website (www.ihda.org) for a listing of previously approved Authority deals.

Market Study Format Requirements:

The market study must be prepared in accordance with the Authority's guidelines and must include, at a minimum, the criteria set forth in the documents referenced in the chart below and found on the Authority's website (www.ihda.org).

The following format for site and market studies will be required based on the Project type:

Project Type	Site & Market Format
Rehabilitation Projects with significant (80% or more) low-income occupancy at the time of Application, Supportive Housing Projects, or small Projects with 12 units or less	"Market Study for Rehab Occupied, Supportive Housing or Small Scope"
Supportive Living Facilities (regardless of the number of units)	"Market Study for SLF"
All other Projects	"Market Study Full"

Evaluation of Market Study

The Authority will take the results of the site and market study into consideration in evaluating the strength of the market for a Project. While the Authority will consider the conclusions of the analyst in evaluating a Project's marketability, the Authority will not be bound by the opinion or conclusions reached by the market analyst. Additionally, the Authority reserves the right to require additional information and/or an Authority-commissioned site and market study, which shall be conducted at the Owner's expense.

The Authority will review the market study and project data of similar housing located in the primary market area ("PMA") of the Project in determining whether the Project will be able to achieve the desired lease-up.

The Authority will also carefully analyze existing Authority-financed developments located in the PMA of the Project to determine if selection of the Project will have an adverse financial

impact on existing affordable housing inventory. If the Authority determines that the given market area cannot support the Project or if the Project will have a negative impact on existing Authority-financed developments, the Project will fail the mandatory review.

In evaluating the market, the Authority's analysis will include, but not be limited to, the following factors:

- **Development Attributes:** Items such as the level and appropriateness of the proposed unit and development amenities, the amount of proposed parking, the general acceptability and marketability of the site including surrounding land uses, and the site's overall public accessibility and proximity to area services and amenities.
- **PMA:** Items such as the appropriateness of the PMA and the demographic and economic trends for that area.
- **Existing Rental Market:** The competitiveness of the Project to existing comparable properties in various ways such as rents, unit size and amenities; also the occupancy of comparable properties in the PMA.
- **Demand:** Based upon such information as waiting lists at existing properties, penetration and capture rates, forecasted absorption potential for the Project and documented need for this type of housing in the PMA.
- **Impact:** The likelihood the Project will negatively impact similar existing Authority properties in the PMA, based on various issues including observations from Authority staff and the Authority's overall presence in the PMA.

The Authority will generally not fund two Projects during a twelve (12) month period which serve the same population and whose PMA's are significantly the same. In some cases, the Authority may select two Projects in the same PMA, provided there is a significant showing of demand.

In the event that multiple Applications serving the same population are submitted for a given PMA and meet all mandatory requirements, the Authority will decide whether any will be selected for funding based upon the Projects' overall score.

If multiple Applications are submitted for a given PMA proposing to serve different populations, the Authority will analyze the Applications to ensure that no Project will be redundant or have adverse impact on the other Applications or existing Projects.

Sponsors and Owners are encouraged to reference the Multifamily Production file in the Market and Research-related Downloads category on the Authority website (www.ihda.org) for a listing of previously approved Authority deals.

N) Appropriate Development Team

1) Items for Submission

ALL APPLICATIONS MUST include the following forms (available on the Authority's website www.ihda.org) for the Authority to understand and evaluate the experience and capacity of the development team:

- a. Completed "Organizational Chart" reflecting **all** entities within the proposed Owner down to individuals, including percentages of ownership.

- b. Completed "Development Experience Certifications" for the Sponsor, general contractor, property manager, architect, and consultant indicating current status of all pending, under construction, or completed projects in any state.
- c. Completed "Identity of Interest Certification" for the Sponsor.

2) Ownership Experience

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

The Sponsor **must** demonstrate prior successful experience as follows: In at least one (1) Authority Tax Credit Project, at least one (1) other subsidized, low-income multifamily rental development that contains at least the number of housing units in the proposed Project, or at least one (1) comparable housing development as determined by the Authority. To be considered, the experience must extend for at least two (2) years and must include both the development as well as the operating of the project(s).

In addition, the experienced team member described above must:

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

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

3) Management Experience

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

- o The proposed management agent must demonstrate prior experience in the management of at least one (1) Authority Tax Credit Project or one (1) other subsidized, low-income multifamily rental development with tenant income certifications and ongoing reporting requirements that contains at least the number of housing units in the proposed Project. If the management agent has no experience in the management of Tax Credit Projects, it must demonstrate that at least one (1) staff member assigned to the proposed Project has demonstrated prior experience meeting these requirements.
- o To be considered, the management agent's experience with a Project must extend for at least two (2) years and include Project lease up experience and stabilization (90% occupancy within one (1) year of placed in service date).

4) Development Team Capacity

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

- o Past experience **developing** affordable housing using income and rent-restricted programs. Properties presently in service and those under construction will be considered, and the quality and success of previous developments will be taken into account. The Authority will also consider location and experience in the geographic

areas to be served, experience with the type of housing product proposed, and the past working relationships of the proposed Project and ownership partners.

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

5) Unacceptable Practices

The Authority will conduct a comprehensive review of all Participants' experience based upon the information submitted in the "Development Team Experience Certifications" on the Authority's website (www.ihda.org). The review will not be limited to Participants' experience with Authority programs or resources. A Participant may not meet the Authority's mandatory requirement if any of the following apply to the Participant:

- A Participant is affiliated with existing developments which have been cited for material and/or continuing, but curable, noncompliance. Material noncompliance exists when a party exhibits a continual pattern of noncompliance, or when a party demonstrates an inability or an unwillingness to resolve noncompliance in a timely manner.
- A Participant has experienced any events of foreclosure or failed to perform under the terms of a workout agreement over the past three (3) years.
- A Participant has declared bankruptcy over the past three (3) years.
- Any Participant has a mortgage default or arrearage of three months or more within the last three (3) years.
- A Participant has been involved in any development awarded Tax Credits where there has been a change in general partners or managing members during the last three (3) years that was not approved by the Authority.
- A Participant that has been involved in a development determined to have uncorrected noncompliance more than three months from the date of notification in the past three (3) years.
- A Participant that has failed to pay any fee or expense due to the Authority or any other state allocating agency, including outstanding compliance monitoring fees in the past three (3) years.
- A Participant has been involved in any development awarded Tax Credits by the Authority or any other state allocating agency in 2007 or earlier for which either the permanent financing or equity investment has not closed.

- A Participant has been involved in any development awarded Tax Credits in 2006 or earlier for which all requirements for Authority issuance of 8609s, or any other state allocating agency issuance of 8609s, have not been met.
- Any liens or other claims exist against property owned by a Participant for which the Participant has failed to resolve a public filing such as a lien or a judgment.
- A Participant as been debarred or received a limited denial of participation in the past three (3) years by any federal or state agency from participating in any development program.
- A Participant that has materially misrepresented facts on any request for Authority resources

In the event that any of these unacceptable practices apply to any Participant, the Application may include an explanation of the circumstances surrounding the unacceptable practice and the roles of Participants.

When evaluating unacceptable practices, the Authority will consider the role of Participants relative to the unacceptable practice(s) and the proposed role of the Participant in the Project, and may conclude there is no relevance between the Participant's role and the unacceptable practice.

O) Financial Feasibility

ALL APPLICATIONS MUST demonstrate financial feasibility. If the Project relies on unsound underwriting assumptions, including without limitation a failure to demonstrate compliance with the requirements of all Project sources, the Project will fail the mandatory review. The following is a description of the areas, along with expected ranges and limits, which will be evaluated in order to determine financial feasibility.

1) Overall Limits

General Contractor Fees:

The general conditions, overhead, and profit in a general contractor's budget are limited to fourteen percent (14%) of trade payments & site work as calculated in the Common Application.

Architect and Civil Engineering Fees:

Fees for architectural services and civil engineering are subject to the limits contained in the Authority's "Standards for Architectural Planning and Construction", as amended and found on the Authority's website (www.ihda.org).

Development Costs

The following are the per-unit "Grand Total Hard Costs" as calculated by the Common Application.

Unit Bedrooms	Average Grand Total Hard Costs
0	\$139,177
1	\$159,994
2	\$193,772
3	\$249,391
4+	\$275,728

The Application must demonstrate that the Project's Grand Total Hard Costs are less than the sum of these average per-unit costs for each unit bedroom type. For example, a Project consisting of 25 two-bedroom units and 15 three-bedroom units will have maximum Grand Total Hard Costs of \$8,585,165 calculated as follows: 25 X \$193,772 + 15 X \$249,391 = \$8,585,165.

In the event a Project's Grand Total Hard Costs exceeds these limits, the Authority will evaluate the costs for reasonableness taking into consideration the Project type, location, and scope of work based on the Authority's past experience with similar projects and similar locations. Project's whose costs in any category are excessive will fail the mandatory review.

Total Credit Allocation

The maximum Reservation for which any single Project may apply, including a scattered-site Project, cannot exceed

is 1,500,000. The maximum Reservation for which any single Project, including a scattered-site Project, meeting at least one of the criteria under Section I(C) Project Eligibility for Tax Credit Boost, is 1,950,000.

Projects requesting a Reservation in excess of these allowable amounts, will be deemed financially infeasible and will fail the mandatory review.

Authority Loan Limits

The maximum loan limits for Authority funds are as follows:

HOME:

- The lesser of \$2,000,000 or maximum allowed per HUD's HOME per unit subsidy limits.

Trust Fund:

- Up to \$1,500,000 when in a 1st mortgage lien position; or
- Up to \$1,250,000 when in a subordinate mortgage lien position

Authority HOME loans must be in a superior lien position to Authority Trust Fund loans. A Project cannot request Trust Fund monies in both a 1st mortgage and subordinate lien

position. Projects requesting Authority funds in excess of these limits will be determined to be financially infeasible and will fail the mandatory review.

Developer Fee:

The Authority expects the developer fee line item in the Common Application to be inclusive of **all** of the following:

- Consultant fees
- Construction management fees
- Architectural and civil engineering fees in excess of the Authority's fee limits
- Developer overhead fees
- Any fees related to direct assistance provided to the Sponsor or Owner in conjunction with the completion of the application or construction of the development.

The developer fee expenses **cannot** appear on any other development budget line item.

Furthermore, the developer fee is limited to the product of 12% and the Project's "Developer Fee Basis" defined as the Project's total development cost net of the following: syndication costs, developer fee, reserves and interim costs ("Developer Fee Basis") as calculated in the Common Application except as follows:

- In cases where there is an Identity of Interest between the buyer and the seller as reflected in the acquisition costs and evidenced on "Identity of Interest Certification," the developer fee is limited to five percent (5%) of the Project's Developer Fee Basis attributable to property acquisition costs for which there is an Identity of Interest between the buyer and the seller.
- In cases where there is an Identity of Interest between the general contractor and the Owner, as evidenced in "Identity of Interest Certification, the developer fee will be reduced by the greater of two percent (2%) of trade payments & site work or the amount of the general contractor's overhead.

ALL APPLICATIONS MUST reflect a deferred developer fee as a financing source. At a minimum, the deferred fee must be the lesser of twenty-five percent (25%) of the sum of the developer fee or seventy-five percent (75%) of cash flow after debt service in years 1 to 10.

2) Project Income

Unit Rents

The proposed gross residential unit rents for the Project, including any utility allowances, must be reasonable for the market area and must not be in excess of ninety-five percent (95%) of any rent limits imposed by any financing source, program, or other requirement. Rent and income limits can be found on the Authority's website (www.ihda.org).

Rental Assistance

Any Project that includes residential income generated as a result of a rental assistance contract must clearly identify the portion of the rent paid by the tenant.

All assumptions regarding the funding and renewal of rental assistance contracts must be clearly identified. The Authority will review and determine the suitability of all assumptions regarding the funding and renewal of rental assistance contracts on a case-by-case basis.

In the event a rental assistance contract pays a rent in excess of 95% of the gross unit rent limit, the Application must demonstrate how the Project will remain financially feasible throughout the compliance period in the event the rental assistance contract is terminated.

Additional Residential Income

Additional sources of residential rental income are limited to parking, laundry, and vending income. Applications reflecting income from these sources must describe all assumptions regarding the calculation of this income.

Projects that include the development of parking in Tax Credit eligible basis may be subject to restrictions regarding parking income under the Code.

Commercial Income

Applications that include any sources of commercial income must include a detailed description of any assumptions related to the commercial income and copies of any existing leases or letters of intent to occupy commercial space. The Authority will review and determine the suitability of all assumptions regarding commercial income on a case-by-case basis. Projects that include the development of commercial space in Tax Credit eligible basis may be subject to restrictions regarding commercial income under the Code.

Commercial income will be underwritten at a fifty percent (50%) vacancy rate.

3) Debt Service Coverage Ratio

ALL APPLICATIONS MUST demonstrate the Project can maintain a minimum debt service coverage ratio (the ratio of a Project's net operating income to its debt service) of 1.15 to 1.00 on all debt, excluding cash flow notes, for a minimum of fifteen (15) years.

Projects whose cash flow reflects debt service coverage ratios of less than 1.15 to 1.00 must capitalize operating and/or debt service reserves and detail how payouts from these reserves will maintain the minimum debt service coverage ratios through a cash flow statement reflecting annual payouts from the reserve.

4) Cash Flow after Debt Service

ALL APPLICATIONS MUST demonstrate the Project can maintain annual cash flow after debt service in an amount not less than \$100 per unit for a minimum of fifteen (15) years.

5) Reserves

Replacement Reserve

ALL APPLICATIONS MUST budget adequate replacement reserves and the operating budget must have adequate cash flow to capitalize annual replacement reserves.

In evaluating whether the Project has adequate replacement reserves, the Authority will consider the following as minimum, per unit, replacement reserves to be reflected in the development budget and, on an annual basis, in the operating budget:

- New Construction Elderly (including SLF's): \$300

- New Construction non-Elderly (all units \leq 2 BR) : \$350
- New Construction non-Elderly (any units \geq 3 BR) : \$400
- All rehabilitation and other Project types: \$400

Any Project with fewer than 30 units, regardless of the construction type or the population served, **must** reflect a replacement reserve in the amount of \$1,500 per unit in the development budget with annual, per unit replacement reserves as detailed above.

Real Estate Tax Reserves

ALL APPLICATIONS MUST budget adequate real estate tax reserves to pay real estate taxes during the construction period plus an amount equal to fifty-five percent (55%) of the estimated annual real estate taxes in the first year of Project operations.

In addition, the operating budget must have adequate annual cash flow to capitalize an annual real estate tax reserve sufficient to pay the Project's real estate taxes in the following year.

ALL APPLICATIONS MUST include evidence of how construction period real estate taxes and operations period real estate taxes were determined.

ALL APPLICATIONS assuming real estate tax abatements for any period of time **MUST** detail any assumptions associated with the abatement including **all** of the following:

- The calculation of real estate taxes before, during, and after the abatement, and
- The anticipated date the abatement becomes effective, and
- The length of the abatement.

Insurance Reserves

ALL APPLICATIONS MUST budget adequate insurance reserves to pay insurance during the construction period plus an amount equal to 105% of the estimated annual insurance expenses in the first year of Project operations.

In addition, the operating budget must have adequate annual cash flow to capitalize an insurance reserve sufficient to pay the Project's insurance in the following year.

Initial Rent-Up Reserves

ALL APPLICATIONS MUST include an initial rent-up reserve sufficient to cover all operational costs including administrative, management, payroll, maintenance, utilities, taxes, insurance, and debt service payment for the period between the initial certificate of occupancy and stabilized occupancy.

The sizing of the initial rent-up reserve must be based on the absorption information contained in the market study.

In addition, the Application **must** detail anticipated Project income and expense assumptions for the period between the initial certificate of occupancy and stabilized occupancy. The Authority will evaluate the sufficiency of the initial rent-up reserve taking into consideration the rental market, target population, expected occupancy rates, and all income and expense assumptions.

Other Reserves

The Authority will review all other Project reserves including, but not limited to debt service, operating, and furniture, fixtures and equipment, in order to evaluate their sufficiency and reasonableness.

All Applications including additional reserves **must** include a description with **all** of the following:

- How the Project will benefit from the reserves, and
- Why the reserves are necessary, and
- Who (if anyone) is requiring them, and
- Who will hold them, and
- What is the process for releasing the reserves, and
- Is there a requirement the reserves be replenished, and
- If there is a requirement the reserves be replenished, what is the source of funds for replenishment.

6) Operating Expenses

Annual per unit operating expenses must be adequate and reasonable for the Project type, location, and population served.

Per unit annual operating expenses, excluding taxes, reserves, resident services, and debt service are expected to fall within the following ranges for each of the geographic set-asides:

Projects in the City of Chicago

- Elderly: \$3,600 - \$6,000
- Non-Elderly: \$3,800 - \$6,500
- SLF: \$18,000 - \$20,000
- Supportive Housing Projects (50% or more units): \$3,700 - \$6,200

Projects in the Chicago Metro Region (excluding the City of Chicago)

- Elderly: \$2,600 - \$4,400
- Non-Elderly: \$3,300 - \$5,500
- SLF: \$18,000 - \$20,000
- Supportive Housing Projects (50% or more units): \$3,500 - \$6,000

Projects in Other Metro Areas

- Elderly: \$2,300 - \$3,800
- Non-Elderly: \$2,600 - \$4,500

- SLF: \$16,000 - \$18,000
- Supportive Housing Projects (50% or more units): \$2,800 - \$4,800

Projects in Non Metro Areas

- Elderly: \$2,000 - \$3,500
- Non-Elderly: \$2,200 - \$3,800
- SLF: \$15,000 - \$17,000
- Supportive Housing Projects (50% or more units): \$2,500 - \$4,500

In order to substantiate a deviation from the expected ranges the Application **must** include supplemental documentation such as historic operating expenses and any additional details about specific expenses. The Authority will review and determine the suitability of operating expenses outside the expected ranges on a case-by-case basis.

7) Trending Factors

The Project must demonstrate it remains financially feasible for a minimum of fifteen (15) years utilizing the following cash flow trending factors:

- Annual Increase in real estate taxes: 5%,
- Annual Increase in operating expenses: 3%,
- Annual Increase in income: 2%,

In order to substantiate a deviation from the listed trending factors, the Application **must** include supplemental documentation such as evidence of real estate tax levies for the ten (10) years prior to application and audited operating expense and income information for the five (5) years prior to Application will be considered. The Authority will review and determine the suitability of trending factors outside the expected ranges on a case-by-case basis.

8) Vacancy Rates

ALL APPLICATIONS MUST demonstrate financial feasibility for a minimum of fifteen (15) years utilizing the following annual economic vacancy rates:

- Elderly: 6%
- Non-Elderly: 8%
- SLF: 10%
- Supportive Housing Projects (50% or more units) including SRO's: 10%

In order to substantiate a deviation from the listed vacancy rates, the Application **must** include supplemental documentation such as audited operating expense and income information for the five (5) years prior to Application will be considered. The Authority will review and determine the suitability of any other vacancy rates on a case-by-case basis.

9) Utility Allowances

All Applications that reflect tenant paid utilities **must** submit current documentation fully detailing the expected per unit utility expenses incurred by utility type on a monthly basis. The utility allowance must be appropriate for the unit size, utilities covered, and Project location.

Projects that include gas or electric heat **must** differentiate heating expenses from other gas and electric expenses.

Current utility allowance information **must** be provided by the governing public housing authority for the county where the Project is located or through the submission of a utility survey covering one (1) full year that is representative of each unit type within the Project.

In any case where the Project's expected utility allowances are less than reflected in the public housing authority utility allowance schedule or utility survey, a detailed description for the difference **must** be included and will be evaluated on a case by case basis.

Non-essential utilities including telephone, cable television, internet access, etc., are excluded from the utility allowance.

10) Evidence of Project Financing

ALL APPLICATIONS MUST reflect adequate sources of construction and permanent financing in order to complete the Project. Any Application that does not reflect adequate sources will fail the mandatory review.

ALL APPLICATIONS MUST evidence all Project financing sources including debt, grants, and equity through executed acknowledgment letter(s) from all lender(s) and/or grantor(s) and/or syndicator(s). Each acknowledgment letter must contain evidence that, as of the Application deadline date, the Application is either still under consideration or has been approved.

If, during the Authority's review of the Application, the Applicant is notified that a Project financing source has been denied, the Applicant will be allowed seven (7) business days from the date of the denial notice to provide a revised financing plan. If not provided, the Application will be determined to be financially infeasible and will fail the mandatory review.

ALL APPLICATIONS MUST demonstrate that Project underwriting is in compliance with the requirements associated with all Project financing sources including but not limited to income limits associated with Authority sources.

For additional information regarding Authority resources please see "General LIHTC Underwriting Guidelines", available on the Authority's website (www.ihda.org).

Non-Authority Debt Sources

For any construction or permanent debt source (excluding Authority debt), including any assumptions of debt, the Application **must** include executed acknowledgment letter(s) containing **all** of the following information and terms:

- The name of the loan source; and
- The amount of the loan, and

- The length of the loan term, which must be at least fifteen (15) years (if there is more than one component to the loan, and these components have different terms, the terms of the longest component must be fifteen (15) years),
- The amortization period of the loan; and
- The interest rate (and any terms and conditions regarding adjustments); and
- The expected monthly or annual debt service payment; and
- Any financing fees associated with the debt source

If debt financing is to be obtained through a mortgage broker or banker, the executed acknowledgment letter must be from the actual lender.

In the case of HUD-insured Projects, such as HUD's Section 221(d)(3), Section 221(d)(4), and Multifamily Accelerated Processing programs, the Owner must submit an acknowledgment letter from HUD, in addition to the letter from the lender, setting forth the terms of the proposed financing.

Financing fees for any debt source may not exceed 300 basis points, plus the customary costs associated with Federal Housing Administration (FHA) financing, if applicable.

Authority Debt Sources

Applications for Authority debt financing must be evidenced in the Application through a written request to the Authority for debt financing indicating **all** of the following:

- The loan source(s) being requested; and
- The amount of the loan(s); and
- The length of the loan term(s), which must be at least fifteen (15) years (if there is more than one component to the loan, and these components have different terms, the terms of the longest component must be fifteen (15) years); and
- The amortization period of the loan(s); and
- The interest rate(s), and any terms and conditions regarding adjustments; and
- The expected monthly or annual debt service payment for each loan

Note that Authority debt sources may require additional information, documentation and restrictions including but not limited to further environmental review, contractor wage rates and standards, and income and occupancy restrictions.

Grant Sources

For any grant source, the Application **must** include executed acknowledgment letter(s) containing **all** of the following information and terms:

- The name of the grant source; and
- The amount of the grant; and
- When the grant will be available as a source to the Project; and

- Any outstanding requirements to be met prior to grant availability.

Tax Credit Equity Sources

For any Tax Credit equity source(s), including state donation tax credits and historic tax credits, executed acknowledgment letter(s) **must** be provided and **must** contain **all** of the following terms:

- The amount of Tax Credit equity available to the Project,
- The proposed net cent rate per Tax Credit dollar, and
- The proposed equity pay-in schedule

11) Construction Contingency

ALL APPLICATIONS MUST reflect hard cost construction contingencies to cover unforeseen construction cost increases. The contingency **must** be sized as a percentage of the construction contract, as calculated in the Common Application, according to the following:

- New-Construction: 5%
- Rehabilitation: 10%
- In order to substantiate a deviation from these expected ranges, the Application **must** include supplemental documentation supporting the deviation. The Authority will review and determine the suitability of construction contingency outside the expected ranges on a case-by-case basis.

No more than fifty percent (50%) of construction contingency may be included in a Project's calculation of Tax Credit eligible basis.

P) Projects Involving Rehabilitation

All Projects involving any rehabilitation of existing structures **must** comply with the following requirements.

1) Physical Needs Assessment

The Application **must** include a Physical Needs Assessment ("PNA") completed by a vendor approved by the Authority in the format prescribed in the "PNA Scope", found on the Authority's website (www.ihda.org). A current listing of Authority-approved PNA vendors can be found on the Authority's website (www.ihda.org).

The vendor that completes the PNA cannot be the Project's architect of record.

2) Minimum Rehabilitation Standards

At minimum, the proposed rehabilitation work **must** address all items identified as "Critical" or "Immediate" in the PNA.

Items identified in the PNA as five (5) to seven (7) year needs in current rehabilitation work may be completed as part of the current construction scope of work, or adequate reserves may be budgeted to ensure these items will be completed within timeframes identified in the PNA.

Sponsors must provide a detailed explain of all construction cost variances existing between the development budget, construction cost certification and/or physical needs assessment.

Applications proposing the rehabilitation of a substandard property will fail the mandatory review if the rehabilitation will not result in safe, sanitary and decent long-term housing; the proposed rehabilitation does not meet Authority standards; or new construction would be more appropriate

Q) Relocation

Relocation must be addressed for **all** Projects involving the acquisition of **any** existing building which is occupied as of the date of Application. This covers Projects for either the rehabilitation or demolition of the building. Relocation includes both temporary and permanent displacement of any tenants currently living in the building for **any** period of time.

The scope and nature of the proposed Project and its effect on existing tenants should be taken into consideration.

All Projects involving the acquisition of an occupied building **must** submit **all** of the following for each building to be acquired:

- A current tenant profile including household size and income;
- A current rent and unit schedule; and
- In any cases where the Project's proposed rents exceed the current rents, a detailed explanation of how existing tenants will be able to afford the proposed higher rents.
- A written detailed description of the relocation process through documentation of the following:
 1. Where tenants will be temporarily or permanently relocated; and
 2. How long tenants will be relocated; and
 3. How relocated tenants will be returned to the Project; and
 4. What benefits and services will be available to relocated tenants; and
 5. In cases where **any** tenants will be permanently displaced, an explanation of why tenants are being permanently displaced, as well as any relocation benefits entitled to the tenants must be provided, and
 6. A relocation budget detailing all expected relocation costs, with this amount also being incorporated in the Common Application.

VII) Scoring Categories

The Authority will evaluate Projects based upon the criteria described in this section. Points will be awarded based solely on the information submitted in the Application. The Authority will verify information submitted in the Application.

All applicable documentation for each scoring section must be submitted and tabbed to correspond with the enumeration in a completed "Self Scoring Checklist", available on the Authority's website (www.ihda.org).

An Application must include a factual basis and documentation for all points claimed. The Authority may deny a claim for points if the correct forms or required information or documentation for each scoring category are not submitted, are not submitted at the correct tab, or if information available to the Authority negates a claim for points.

The rounding requirements must be correctly applied in each category. If points are not claimed in a scoring category on the Self Scoring Checklist, the Authority will not award any points to the Project in that category.

The Sponsor's commitment to certain scoring criteria shall be binding for the duration of the Extended Use Period and shall be incorporated into the Extended Use Agreement of an approved Project.

A) Architectural Design and Project Amenities

1) Development Amenities

All Projects must incorporate a variety of architectural features and development amenities into the overall Project design.

In order to qualify for points in this category, Sponsors must choose at least two (2) items from each amenity list below as their minimum threshold amenities.

Projects will be awarded three (3) points for each item they choose from the amenity list in addition to the minimum threshold amenities. Up to twelve (12) points will be awarded in this category.

Up to two (2) Project amenities that are not on the following amenity list may be substituted. Sponsors must request Authority approval for substituted Project amenities in the Application by providing a description of the substituted amenity and a justification of the appropriateness of the amenity for the Project.

Sponsors seeking points in this category must submit a certification signed by a licensed architect that the amenities will be incorporated into the Project. See the "Scoring - Project Amenities Certification" on the Authority's website (www.ihda.org).

Amenity List:

EXTERIOR	INTERIOR
Secured bicycle parking (minimum of 8 slots per 25 units)	Exercise / Fitness Center with at least 3 pieces of equipment per 50 units
Full size brick, masonry, pre-cast insulated decorative wall panels, cement board, or a combination thereof, on a minimum of 50% of the exterior	Energy Star-rated ceiling fan with switched light fixture in every living room and bedroom
Upgraded, architectural style roof shingles with a minimum warranty of 30 years	Energy Star-rated microwave oven in every unit
Full perimeter fencing for multifamily developments or backyard fencing for single family homes	Computer room equipped with one computer for every 10 units
Screen doors for every unit	Day care center
Two picnic tables and one grill for every 25 units	Hair salon
Covered pavilion / gazebo	Health and wellness center
Covered driveway at main building entrance	Library / Reading room
Walking trails with sitting areas	On-site management office
An equipped sports court (volleyball, tennis, basketball, etc.) for every 100 units	Trash disposal chutes
Garden plots / designated community garden area with a minimum of 15 square feet per unit	Residential units are 15% larger than the minimum requirement
Upgraded landscaping, including one tree planted on site for every ten units	Porch / patio / balcony for each unit
100% native landscaping	Storage space is 25% greater than the minimum requirement
	Energy Star-rated dishwasher in every unit
	On-site convenience store

2) Green Initiatives

Points will be awarded to Projects that fulfill either of the following green initiatives. Points are not cumulative in this category.

Acquisition/Rehab Projects (any population served):

- a. **6 Points:** Comply with all MANDATORY criteria described in Section 7: Healthy Living Environment of the Enterprise Green Communities Criteria 2011, with the addition of Item 5.3 HVAC Sizing, Item 6.1 Low/No VOC Paints, and Item 6.2 Low/No VOC Adhesives
- b. **8 Points:** Commit to obtaining a sustainable building certification from one of the following entities:
- Enterprise Green Communities certification
 - U.S. Green Building Council's LEED certification
 - ICC 700-2008 National Green Building Standard certification at Emerald Level

New Construction Projects (any population served):

- c. **4 Points:** Comply with all MANDATORY criteria described in Section 7: Healthy Living Environment of the Enterprise Green Communities Criteria 2011, with the addition of Item 5.3 HVAC Sizing, Item 6.1 Low/No VOC Paints, and Item 6.2 Low/No VOC Adhesives
- d. **8 Points:** Commit to obtaining a sustainable building certification from one of the following entities:
- Enterprise Green Communities certification
 - U.S. Green Building Council's LEED certification
 - ICC 700-2008 National Green Building Standard certification at Emerald Level

Sponsors must submit the "Scoring - Green Initiatives Certification" signed by a licensed architect indicating how the Project will comply with the above criteria.

Failure to receive the certification may result in a Sponsor being penalized in future Applications in the "Unacceptable Practices" scoring category and may lead to failure to meet the Authority's mandatory appropriate development team requirements.

3) Enhanced Accessibility

Projects will be awarded eight (8) points for complying with BOTH of the following requirements:

- a. At least ten percent (10%) of the total units in the Project are designed for persons with mobility impairments, as defined in ICC/ANSI 117.1-2003

AND

- b. At least two percent (2%) of the total units in the Project are designed for persons with sensory impairments (not less than one unit), as defined in ICC/ANSI 117.1-2003

The units designed for persons with sensory impairments must be exclusive of the units designed for persons with mobility impairments.

In calculating the number of accessible units that must be made available, Sponsors must **ALWAYS** round up to the next unit (i.e. $51 \times 10\% = 5.1$, round up to 6 accessible units).

Sponsors seeking points in this category must submit a certification signed by a licensed architect indicating that the Project will comply with the requirements listed above. Please see the "Scoring – Enhanced Accessibility Certification" on the Authority's website (www.ihda.org).

Failure to provide the accessible units may result in a Sponsor being penalized in future Applications in the "Unacceptable Practices" scoring category and may lead to failure to meet the Authority's mandatory appropriate development team requirements.

4) Unit Mix

The Authority values developments that incorporate a mix of unit types that will accommodate the changing needs of diverse household and family types throughout the life of the Project. **Units consisting of different square footage but containing the same number of bedrooms do not count as different unit types.** Points are not cumulative in this category. Points will be awarded to Projects in the following manner:

New Construction Non-Elderly Only Projects

- a. **4 Points:** Project contains two unit types, with each unit type making up at least twenty percent (20%) of total units
- b. **6 Points:** Project contains three or more unit types, with each unit type making up at least ten percent (10%) of total units

All Other Projects (including 50% or more Supportive Housing Projects)

- c. **6 Points:** Project contains two unit types, with each unit type making up at least twenty percent (20%) of total units; **OR** Project contains three or more unit types, with each unit type making up at least ten percent (10%) of total units

In calculating the number of units that must be made available, Sponsors must **ALWAYS** round up to the next unit (i.e. $51 \times 10\% = 5.1$, round up to 6 units).

5) Large Units for Non-Elderly Projects

Up to twelve (12) points will be awarded if the Project contains income-restricted non-elderly units with three or more bedrooms:

POINTS	% of Total Units with 3 or More BR
12	31% - 50%
10	20% - 30%
8	10% - 19%

Projects proposing rehabilitation in which more than 50% of the units contain three bedrooms may qualify for the full twelve (12) points if the site and market study confirms the need for this type of unit.

In a mixed income Project, market rate three or more bedroom units shall not count toward the minimum percentages set forth above.

In calculating the number of units that must be made available, Sponsors must **ALWAYS** round up to the next unit (i.e. $51 \times 10\% = 5.1$, round up to 6 units).

B) Site Suitability and Marketability

1) Market Study Evaluation

The Authority will award up to twelve (12) points under this section. In determining how many points to award a Project, the Authority will review the submitted site and market study, as required under the mandatory requirements.

While the Authority will consider the conclusions of the market analyst in determining the marketability of the Project, the Authority is not bound by the opinion, recommendations, or conclusions reached by the market analyst. The Authority reserves the right to independently evaluate the demand for additional affordable rental housing in the geographic/market area.

An Application that includes a market study that does not confirm the viability of the Project or the need for additional affordable rental units in the designated market area will, in all likelihood, not score favorably in this section.

Sponsors of SLFs, Supportive Housing Projects, or Projects with existing tenants should ensure that the market study clearly addresses the unique aspects of their Project. The market study for SLFs or Supportive Housing Projects must address the anticipated demand for the Project and the reasons why the Project will be attractive to the particular target population(s).

Market studies for Projects which are occupied at the time of Application, must i) explain the reasons for any vacancies, i.e., (if the vacancies are market driven), and ii) provide an evaluation of the current tenants indicating the extent to which any or all may be displaced due to the planned Project.

In determining how many points to award a Project under this section, the Authority may take into account such factors, including but not limited to, the following:

Development Attributes

Items such as the level and appropriateness of the proposed unit and development amenities; the amount of proposed parking; the general acceptability and marketability of the Project site including surrounding land uses; and the site's overall public accessibility and proximity to area services and amenities.

Primary Market Area

Items such as the appropriateness of the Primary Market Area ("PMA") and the demographic and economic trends for that area.

Existing Rental Market

The competitiveness of the proposed Project to existing comparable properties in various ways such as rents, unit size and amenities, and the occupancy of comparable properties in the PMA.

Demand

Items such as the waiting lists at existing properties, penetration and capture rates, forecasted absorption potential for the proposed Project, and documented need for this type of housing in the PMA.

2) Neighborhood Characteristics and Amenities

A maximum of ten (10) points will be awarded in this section based on the proximity of desirable and undesirable activities and characteristics.

One (1) point will be awarded for each desirable activity/characteristic in the vicinity of the Project, and one (1) point will be deducted from the total desirable activities score for each undesirable activity/characteristic in the vicinity of the Project.

The total points awarded will be determined by calculating the sum of the total desirable activity points less the total undesirable activity points. A negative total in this category will be awarded zero (0) points.

A map must be submitted indicating the specific location of all desirable and undesirable activities or characteristics in the vicinity of the Project. At a minimum, the map must include the following:

- Project site location including area roadways; and
- Indication of distances in 1/4 mile increments;

In addition, the Application must include a table referencing each desirable and undesirable activity identified on the map and stating the type of activity or characteristic identified and the address.

Please include color photographs of the desirable and undesirable activities/characteristics.

For scattered site Projects, the perimeter of the noncontiguous parcels shall serve as the boundary of the proposed Project site from which the distance for determining the location of the desirable and undesirable activities and characteristics shall be measured.

Desirable Activities

In order for a Project to receive desirable activity/characteristic points, the following criteria must be met:

- 1) Only activities and/or characteristics which are located within one (1) mile of the proposed site will be considered.
- 2) Owners must score one (1) point in five (5) different categories before they can receive multiple points in any category.
- 3) Each activity/characteristic will be assigned to only one category.
- 4) For desirable characteristics that are under construction, consideration will be given and points may be awarded to active construction sites where the new structures are above ground at the time of Application.

Desirable activities/characteristics may include, but are not limited to, the following categories:

- Retail stores (includes clothing stores, department stores, etc.)
- Federally insured banking institutions (ATMs are not eligible for points)
- Recreational facilities / public parks / civic centers
- Grocery stores (only full service grocery stores are eligible for points)
- Day care services (must be licensed, non-elderly developments only)
- Elderly service centers (elderly developments only)
- School(s) (non-elderly developments only)
- Libraries (no school libraries accepted)
- Restaurants
- Hospital / Health clinic
- Doctor's office (general practitioners or specialists appropriate for population served)
- Pharmacy
- Religious institutions
- Governmental service office, including fire, police, city hall or post office

Undesirable Activities

Points will be deducted for undesirable activities/characteristics according to the following:

- 1) Undesirable activities and/or characteristics are located **within one quarter (1/4) mile of the proposed Project**
- 2) Each activity/characteristic will be assigned to only one category.

- 3) For undesirable characteristics that are under construction, consideration will be given and points may be deducted for active construction sites where the new structures are above ground at the time of Application.

Undesirable activities/characteristics may include but are not limited to the following:

- Sites where existing wetlands, natural or man-made attributes could have a substantially negative effect on the development (e.g. 100 year flood plain, streams, ravines, drainage, waterways, etc.). New wetlands constructed as part of storm water mitigation or other site restoration efforts are exempt;
- Sites where the Authority determines the slope/terrain is not acceptable for development;
- Junkyard, salvage yard, active recycling facility, trash heap, or dump pile;
- Hazardous, chemical or heavy manufacturing activities, industrial development;
- Runway or runway clear zone, or accident clear zone of a military airfield;
- Treatment, storage, or disposal facility for hazardous wastes, a sewage treatment plant, an active or inactive solid waste disposal facility and/or solid waste transfer facility;
- Areas where noise (regardless of mitigation) is seventy (70) decibels or more at the time of Application; Projects that receive points under the Transit-Oriented Development category will be exempt from this criterion if the source of noise is public transportation;
- New construction sites where any portion contains or permits any easements for overhead electric power lines, regardless of voltage, and/or such electric power lines encumber the proposed site with the exception of the outside perimeter of the site for the distribution of electric service for other unrelated properties. A development proposing to bury all power lines will be exempt if documentation is provided from the utility provider stating that all power lines will be underground;
- Any prison or correctional facility;
- Sources of noxious odor; and
- Sources of excessive glare from lighting on adjacent properties.

Mitigating circumstances will be taken into consideration by Authority staff. The Sponsor must include a detailed explanation in the Application regarding the specified characteristic/activity and why it should not be considered undesirable by the Authority.

3) Community Impact

The following categories will be awarded points under this section.

Local Revitalization or Redevelopment Plan

Four (4) points will be awarded to Projects whose Application demonstrates that the Project is located within the boundaries of the area targeted by a local revitalization or redevelopment plan that includes housing policy goals, such as the use of existing housing.

Acceptable revitalization or redevelopment plans include empowerment zones, tax increment financing districts, enterprise communities, or other locally designated and approved plans.

Projects located in areas covered exclusively by consolidated plans and planned unit development designations will not receive any points in this scoring category.

APPLICATIONS MUST include all of the following to receive points in this section:

- A currently effective binding resolution evidencing formal adoption of the revitalization or redevelopment plan prior to the Application deadline date;
- A copy of the Project area's revitalization or redevelopment plan;
- A map clearly delineating the Project site within the boundaries of the revitalization or redevelopment plan;
- A letter from the chief elected municipal official or local Chicago alderman affirming that the Project will contribute to the goals outlined in the revitalization or redevelopment plan;
- A detailed description of how the Project supports at least one goal of the revitalization or redevelopment plan; and
- If available, any development agreement regarding the Project and the revitalization or redevelopment plan.

Areas targeted by the Governor's Team Illinois Program

Projects located in the following Governor's Team Illinois Program targeted areas will receive four (4) points:

Alexander County

Eastern portion of City of Aurora (as served by TEAM Illinois)

Englewood (as defined by the City of Chicago Englewood community area map)

Pembroke Township (in Kankakee County)

Savanna (in Carroll County)

Venice (in Madison County)

C) Development Team Characteristics

1) Minority-, Female-, or Persons with Disabilities-Owned Business Participation in Project

Projects will be awarded points if a Participant is a qualified minority-, female-, or persons with disabilities-owned business. In order to qualify, the Participant must comply with the following requirements:

For-profit Business: The Participant must be currently certified under Illinois Business Enterprise Program for Minorities, Females, and Persons with Disabilities ("MAFBE") or equivalent state program if based outside of Illinois.

Non-profit Corporation: The Participant qualifies as minority-, female-, or persons with disabilities-owned if a minimum of fifty-one percent (51%) of the members of the Board of Directors of the Participant are minorities, females, or persons with disabilities.

Participants must provide the full scope of services to the Project. If the Participant is a consultant, their fee must be paid out of developer fee and cannot be reflected as a line item in the Project's development budget.

Points will be awarded to projects in the following manner:

- a. **6 Points:** If a qualified minority-, female-, or persons with disabilities-owned business acts as the GENERAL CONTRACTOR, SPONSOR, OR PROPERTY MANAGER

OR

- b. **4 Points:** If a qualified minority-, female-, or persons with disabilities-owned business acts as the ARCHITECT OR CONSULTANT

Sponsors seeking points in this category must submit the MAFBE certification for the relevant Participant or evidence demonstrating that fifty-one percent (51%) of the members of the Board of Directors of the relevant Participant are minorities, females, or persons with disabilities. See the "Scoring - Minority-, Female-, or Persons with Disabilities-Owned Business Participation Certification" on the Authority's website (www.ihda.org).

2) Non-profit Corporation Participation

A qualified non-profit corporation, as defined in Section 42, is a corporation which is not affiliated with or controlled by a for-profit corporation, has an ownership interest in the Project either directly or through a wholly-owned subsidiary, and has as one of its exempt purposes the fostering of low-income housing within the meaning of Section 42(h)(5)(C).

To be eligible for any points in this section, the non-profit corporation **must** remain in the Project throughout the Extended Use Period.

Points will be awarded in the following manner, and are not cumulative:

- a. **15 Points:** To qualify for points in this category, a qualified non-profit corporation must have an ownership interest of twenty-six percent (26%) or greater in the general partner or member of the Owner that includes a commensurate distribution of financial benefits as evidenced in a memorandum of understanding.

OR

- b. **5 Points** To qualify for points in this category, a qualified non-profit corporation must have an ownership interest of fifteen to twenty-five percent (15% - 25%) in the general partner or member of the Owner that includes a commensurate distribution of financial benefits as evidenced in a memorandum of understanding.

OR

- c. **2 Points** Points will be awarded to Projects where a qualified non-profit corporation, as defined in Section 42, has a Material Participation in the development and operating of the Project

throughout the Extended Use Period. The Application must include a written narrative detailing Material Participation including the number of hours and corresponding activities the qualified non-profit corporation will undertake on a quarterly basis.

Sponsors seeking points in this category must provide evidence that the participating non-profit is a qualified non-profit corporation as defined in Section 42 of the Code. This must include the non-profit corporation's IRS 501(c)3 determination letter and Articles of Incorporation.

Sponsors seeking points in this category must also submit a certification signed by the qualified non-profit corporation and Sponsor (if not the same entity) indicating the participation level of and distribution of financial benefits to the qualified non-profit corporation. Please see the "Scoring – Non-profit Corporation Participation Certification" on the Authority's website (www.ihda.org).

Sponsors seeking points in this category who are a joint venture with a participating non-profit must also submit an executed memorandum of understanding detailing the percentage ownership of each entity and distribution of financial benefits.

3) Illinois-Based Organizations

Projects will be awarded points if a Participant is a qualified Illinois-based organization. In order to qualify, the Participant must be an Illinois-based organization whose place of business has been located in the State of Illinois for a minimum of two (2) years.

Participants must provide the full scope of services to the Project. If the Participant is a consultant, their fee must be paid out of developer fee and cannot be reflected as a line item in the Project's development budget.

Points will be awarded to projects in the following manner:

- a. **6 Points:** If a qualified Illinois-based organization acts as the GENERAL CONTRACTOR, SPONSOR, OR PROPERTY MANAGER
- OR
- b. **4 Points:** If a qualified Illinois-based organization acts as the ARCHITECT, CONSULTANT

Sponsors seeking points in this category must submit a copy of the Secretary of State's Certificate of Valid Existence for the relevant Participant.

4) Unacceptable Practices

All Projects begin with twelve (12) points in this scoring category. The Authority may deduct points if any Participant has failed to demonstrate proficiency with the Tax Credit program or other government-sponsored housing programs collectively, ("Program") over the past THREE (3) years as evidenced by the following:

- Record of unsatisfactory prior performance in any Program
- Negative results on any physical inspection performed by a Program administrator

- Failure to provide and maintain amenities as represented in a Program application
- Failure to provide and maintain services as represented in a Program application
- Failure to construct or rehabilitate a development according to the governing architectural and construction guidelines
- Failure to comply with any representations made in any application to participate in a Program
- Failure to make satisfactory progress on a development in a Program
- Involuntarily termination of a Tax Credit reservation
- Participation in a development that has been monitored and determined to have uncorrected noncompliance
- Participation in a development where an 8823 has been filed
- Failure to pay any fee or expense

Points may/will be deducted for unacceptable practices occurring within the past three(3) years, even if unacceptable performance has been corrected by the Application deadline.

In the event any of these unacceptable practices apply to any Participant, the Sponsor may include in the Application an explanation of the circumstances surrounding the unacceptable practice and the roles of Participants.

When evaluating unacceptable practices, the Authority will consider the role of Participants relative to the unacceptable practice and the proposed role of the Participant in the Project and may conclude the Participant's role has no relevance to the unacceptable practice.

D) Financial Characteristics

1) Rental Assistance

Projects that provide project-based rental assistance will be awarded points based on the number of units assisted and the length of committed assistance. Rental assistance will be considered project-based if it is tied to the units rather than to the tenants.

Points will only be awarded if the rental assistance ensures tenants pay no more than thirty (30%) of their income towards rent and utility expenses combined.

Sponsors seeking points in this category must submit documentation evidencing a current rental assistance contract or a commitment to provide rental assistance.

Projects with a current rental assistance contract must submit a copy of the fully executed contract in the Application.

Projects with a rental assistance commitment must provide a commitment letter in the Application that includes all of the following:

- a) the maximum household income; and
- b) the total number of units assisted; and

- c) the length of the rental assistance contract.

When HUD is providing the rental assistance, the commitment letter must be from HUD. USDA rental assistance commitment letters must be from the USDA housing director, and Project Based Housing Choice Voucher Conversion and Public Housing Authority Annual Contribution Contracts must be from the executive director of the relevant public housing authority.

The Authority will evaluate any rental assistance contracts or commitments from sources other than HUD, USDA, or a public housing authority, taking into consideration the viability and stability of the source and will determine whether the Project will receive points for rental assistance based on the likelihood the rental assistance will be available over the committed term.

For Projects where the term of the rental assistance contract is three (3) years or greater, points will be awarded as follows:

POINTS	% of Units Assisted
10	10% - 20%
20	20.1% or greater

2) Financial Leveraging

Projects that leverage Authority resources will be awarded points based on the amount of leveraged resources as a percentage of total sources in the Project's development budget.

The leveraged resources under this category are defined as:

- (i) funds provided by a non-Authority source; or
- (ii) a mortgage loan with a market rate of interest provided by the Authority, such as under the Risk Sharing program.

Leveraged resources **do not include**

- Any non-market rate Authority-administered sources, such as HOME funds, Affordable Housing Trust Funds
- Funds from a project Participant
- Equity generated from the sale of Authority-allocated Tax Credits pursuant to this QAP
- Equity generated from the sale of Authority-allocated Illinois Affordable Housing Tax Credits (also known as state donation tax credits)
- Other non-market rate resource administered by the Authority
- In Projects where the acquisition is financed in whole or in part through a seller's note, the amount of the seller's financing will not be considered a leveraged resource under this category.

- No contribution of deferred developer fee to the Project budget will be considered a leveraged resource in this category.

All leveraged resources must be reflected in the Project budget and be available during the Project's construction period to pay for expenses reflected in the development budget; and remain in the project after construction (ie. be permanent financing). Only sources allocated to uses that fall within the Projects' boundaries will be considered for financial leveraging. Equity bridge loan will not be considered for financial leveraging.

Projects will be awarded points based on the following criteria:

POINTS	Leveraged Resources as % of Total Project Sources
6	10% - 20%
8	Greater than 20.1%

3) Low Soft Costs

Projects will be awarded points based on minimizing soft costs as a percentage of the total development budget.

For purposes of this calculation soft costs will be determined as follows: The total development budget less acquisition costs, construction costs, construction contingency, reserves, construction period interest, and developer fee.

POINTS	Soft Costs as % of Total Development Budget
6	10.1% - 14%
8	10% or Less

E) Housing Policy Goals and Objectives

1) Extremely Low Income Housing

The Authority will award up to twenty-five (25) points for Projects which provide housing for extremely low income residents, defined as households with incomes at or below 30% of Area Median Income.

Percentage of Extremely Low Income Units within Project	Points
10% of total units are \leq 30% AMI	10
20% of total units are \leq 30% AMI	15
25% of total units are \leq 30% AMI	25

2) Permanent Supportive Housing

General Scoring Provisions

The Authority will award up to twenty-five (25) points to Projects under this section. In order to receive points under this category, Projects must submit a "Permanent Supportive Housing Certification" and meet the requirements below of either category D(i). Targeted Units Only, **OR** D (ii) Targeted Units Plus Non-Targeted Supportive Housing Population Projects.

Points are **NOT** cumulative in this Section.

Any Project which receives points under this section and receives a Reservation of Tax Credits, will be required to execute an Authority-approved Supportive Housing Plan at Carryover Allocation, prior to issuance of Extended Use Agreement.

ONLY Projects awarded points under section D (ii) below will be eligible to receive the 30% Boost under the Tax Credit Information section of the QAP.

Definition

Targeted Units are defined herein as Permanent Supportive Housing units set-aside for households earning at or below 30% of Area Median Income (AMI), which are headed by persons with disabilities and referred through a State referral network. Targeted Units will assist the State in its efforts to transition persons with disabilities from long-term care to community-based housing.

Targeted Units:

MUST be filled by households referred through a State referral network, represented by an assigned Lead Referral Agency;

MUST not be age-restricted;

MUST be open to persons with any type of disability; and

MUST be available at the time of Application and must remain available throughout the construction process. Currently occupied Projects must include evidence that all Targeted Units are vacant at the time of Application and are not subject to an existing waiting list.

For any Targeted Units referred through a State referral network, an assigned Lead Referral Agency coordinates a range of local services agencies to develop a collective process for referring and making their services available to qualified tenants, acts as the point of contact with property management over the life of a Project, and represents the local services system in dealings with management of the property.

General Operating Provisions

Under the terms of the Supportive Housing Plan, the Project will be required to establish a preferential leasing opportunity for the Targeted Units for a period of 90 days from the date of the first certificate of occupancy. The preferential leasing for the Targeted Units shall prioritize households referred through a State referral network for the Targeted Units.

In the event a vacancy occurs at the property and not all Targeted Units are filled with referred persons, a State referral network agency should be notified. The unit will be held open for a period no less than 30 days from the date the State referral network is made aware of the vacancy. If no eligible applicant is referred within 30 days, the unit may be rented to any eligible applicant. This process is repeated until all the Targeted Units are occupied by referred persons.

If a Public Housing Authority (PHA) is providing project-based rental assistance for the Project, the Owner should work with the PHA to determine whether rent-assisted units may be Targeted Units that are filled by referrals from the State referral network, or whether all rent-assisted units must be filled by referrals from the PHA's existing waiting list(s). The PHA may allow the site to hold its own waiting list with its own preferences, OR the PHA may agree to allow the Targeted Units to be filled by referrals from the State referral network, if the remaining rent-assisted units can be filled by households on the PHA's waiting list. It is up to the Owner to negotiate with the PHA regarding the source(s) of referrals for rent-assisted units, and to determine, based on this negotiation, whether the project-based rental assistance should be attached to the Targeted Units, or instead to other units within the Project.

Project Types

The Authority will award up to twenty-five (25) points to Projects meeting the requirements of either of the two categories listed below. Points are **NOT** cumulative in this Section.

i. Targeted Units Only Projects

Projects that include 50% or less of total units as Targeted Units, with the remainder of units being general affordable housing or mixed-income units, may receive up to fifteen (15) points.

Projects receiving points under this section are **not** eligible for the 30% Boost as discussed in the Tax Credit Information section of the QAP.

The Authority-approved Supportive Housing Plan required at Carryover Allocation, prior to issuance of Extended Use Agreement, will outline the required responsibilities of the Owner, property manager, and Lead Referral Agency in regard to the Targeted Units.

In calculating the minimum number of Targeted Units that must be made available to receive points in this category, Sponsors must **ALWAYS** round up to the next unit. For example, fifty-one (51) total units x 25% = 12.75, round up to a minimum of thirteen (13) Targeted Units.

Percentage of Targeted Units within Project	Points
10% of total units are Targeted Units ≤ 30% AMI	5
20% of total units are Targeted Units ≤ 30% AMI	10
25% of total units are Targeted Units ≤ 30% AMI	15

Example: A 50-unit Project that offers 10 units (20% of total units) as Targeted Units, and the rest of the units as affordable or mixed income units, would receive ten (10) points.

ii. Targeted Units Plus Non-Targeted Supportive Housing Population Projects

Projects with Targeted Units may also include additional non-Targeted Permanent Supportive Housing Units for Supportive Housing Populations, defined herein as households headed by persons with disabilities and households that are homeless or at-risk of homelessness, who need access to supportive services in order to maintain housing.

Projects that include 50% or more of total units as Permanent Supportive Housing units for Supportive Housing Populations, including Targeted Units of 10% or greater of the total units, may receive up to twenty-five (25) points.

Projects awarded points under this section will be eligible to receive the 30% Boost under the Tax Credit Information section of the QAP.

Projects that include additional non-Targeted Permanent Supportive Housing Units, beyond the Targeted Units, must also provide an on-site support coordinator to assist residents in (i) the application process; (ii) in implementing the tenants' plan for success in permanent housing; (iii) and in continuing linkage to community-based supportive services as needed. The amount of on-site service coordination must be appropriate for the number of supportive housing units.

The Authority-approved Supportive Housing Plan required at Carryover Allocation, prior to issuance of Extended Use Agreement, will outline the required responsibilities of the Owner, property manager, Lead Referral Agency and a on-site services provider in regard to the Targeted and general Permanent Supportive Housing Units.

In calculating the minimum number of Permanent Supportive Housing Units that must be made available to receive points in this category, Sponsors must **ALWAYS** round up to the next unit. For example, fifty-one (51) total units x 50% = 25.5, round up to a minimum of twenty-six (26) Permanent Supportive Housing Units.

Percentage of Targeted Units within a Permanent Supportive Housing Project	Points
10% of total units are Targeted Units \leq 30% AMI	10
20% of total units are Targeted Units \leq 30% AMI	15
25% of total units are Targeted Units \leq 30% AMI	25

Example: A 50-unit Project that offers 25 units (50% of total units) as Permanent Supportive Housing, including 10 Targeted Units (20% of total units), would receive fifteen (15) points.

3) Certificate of Intent to Accept State-Administered Operating Subsidy or Project-Based Rental Assistance

The Authority intends to seek all sources of operating subsidy or rental assistance that are currently available or may become available in the future, and may wish to target any assistance identified to Projects that are willing to assist the State in its efforts to transition persons with disabilities from long-term care to community-based housing. Such assistance may include but is not limited to the revamped Section 811 for Persons with Disabilities Program, the Long-Term Operating Support Program, or the Illinois Division of Mental Health Bridge Subsidy Program.

All Projects, except those with already-committed rental or operating assistance for 100% of units, may receive up to five (5) points by certifying willingness to accept State-administered operating subsidies or project-based rental assistance, should such assistance be made available. This assistance would be limited to a **maximum** of 25% of units within a given Project, would likely be reserved for households referred through a State referral network created to assist the State in its efforts to transition persons with disabilities from long-term care to community-based housing, and may be targeted to Projects located in specific areas of the State based on need.

Such assistance cannot be assumed to be available to support the Project's operating budget at the time of application. Any households referred through the State referral network would have to meet the same tenant selection criteria applicable to all other prospective tenants of the Project.

In order to be eligible for points in this category, Applications **must** include a "Certification Regarding Intent to Accept State-Administered Operating Subsidies or Rental Assistance" form, completed by the Sponsor, found on the Authority's website (www.ihda.org).

4) Veterans' Housing

Projects that will be marketed to veterans will receive five (5) points. In order to receive points in the category, Sponsors must:

- Provide in the Application a signed letter of support for the Project from a local veterans' services agency; and
- Provide in the Application a written narrative describing on-going efforts to market the Project to veterans

A Project that receives points in this category and is awarded Tax Credits may be required to provide additional documentation regarding marketing to veterans. The Sponsor's commitment to this scoring criteria shall be binding for the duration of the Extended Use Period and shall be incorporated into the Extended Use Agreement of an approved Project.

5) Rehabilitation or Adaptive Re-Use

Projects that involve the rehabilitation or adaptive re-use of a building not currently occupied by residential tenants will receive five (5) points.

In order to receive points in this category, Sponsors must document that at least fifty percent (50%) of the total Project construction costs will be attributable to the rehabilitation or adaptive re-use of an existing building or buildings.

6) Preservation

Projects that involve the rehabilitation of currently occupied low income housing developments whose conversion to market rate housing is likely to occur within FIVE (5) years will be awarded up to twenty-five (25) points in this category.

The Application must include evidence of the financing program that is currently in place and a detailed description of the likely conversion to market rate housing in the event the Project does not receive an Allocation of Tax Credits.

In determining whether a Project qualifies as preservation, the Authority will evaluate the source and terms of the existing financing, rental assistance program, current unit rents, and the extent to which the rent levels will remain affordable.

Points will be awarded in the following manner:

a. 25 Points: Points will be awarded if the proposed Project was financed under or assisted by the following:

- Section 8 of the United States Housing Act of 1937, as amended, that will be renewed as part of the redevelopment process;
- Public housing projects that provide for 1:3 replacement of public housing units and receive assistance through an annual contribution contract.

OR

b. 10 Points: Points will be awarded if the proposed Project was financed under or assisted by the following:

- Section 202 or 811 of the National Housing Act;
- Programs under Section 514 or 515 of the Housing Act of 1949;
- Section 236 of the National Housing Act;
- Section 42 of the Internal Revenue Code;
- The Authority will also consider as preservation a Project that is currently occupied, has no rent or income restrictions, and whose unit rents do not exceed 60% of the Area Median Income as determined by HUD for the Project's location.

7) Historic Preservation

Projects involving buildings of a historic nature will be awarded points in this category. Five (5) points will be awarded if building(s) on the Project site are listed individually in the National Register of Historic Places, or if the Project has an IHPA nomination/approval letter stating that a building on the site is considered historically significant. The buildings must be preserved in accordance with IHPA requirements.

The Application must contain evidence of the building's historic nature as evidenced through documentation provided by the National Register of Historic Places or the IHPA.

8) Affordable Housing Planning and Appeals Act ("AHPAA") Projects

Projects in AHPAA Municipalities will be awarded points based on the following criteria. Points are not cumulative in this category.

- a. **4 Points:** Points will be awarded if the proposed Project is **not** eligible for the Chicago Metro AHPAA set-aside, but is located in an AHPAA community or a community at risk of being subject to AHPAA, and will be serving elderly populations.

OR

- b. **8 Points:** Points will be awarded if the proposed Project is located in an AHPAA community or a community at-risk of being subject to AHPAA (including Projects in the Chicago Metro AHPAA set-aside) and will be serving non-elderly populations.

See Attachment 3 "AHPAA Municipalities" for a listing of communities.

9) Transit-Oriented Development

Projects will be awarded six (6) points for transit-oriented development if the proposed Project is located in close proximity to fixed-route public transportation, excluding inter-city transportation. "Close proximity" for this category will vary by set-aside and will be defined in the following manner:

- Chicago (6 blocks);
- Chicago Metro (1 mile);
- Other Metro (1.5 miles);
- Non-Metro (2 miles).

Transportation routes and distance to Project site must be identified in the market study submitted with the Application.

Projects served by publicly available Dial-A-Ride modes transportation that are at a minimum available between Monday and Friday from 8:00 a.m. to 6:00 p.m. will earn points in this category if the application includes a letter from the Dial-A-Ride provider stating **all** of the following:

- The Dial-A-Ride service is available to the public at large,
- The Project is located within the service area of the Dial-A-Ride, and

- The Dial-A-Ride service is, at a minimum, available between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday.

10) Live Near Work

Points will be awarded if employment data for a specified radius from the Project site shows a sufficient number and percentage of low-wage jobs in the Project area. Low-wage jobs are defined under this category as jobs that will generate an annual income below the Live Near Work income limit for the county in which the Project is located. The specified radius in which the jobs can be located will vary by set-aside and will be defined in the following manner: Chicago (3 miles); Chicago Metro (5 miles); Other Metro (5 miles); and Non-Metro (10 miles). The information necessary to complete this section is available in a report the Sponsor will generate from the Longitudinal Employer-Household Dynamics website and in the “Scoring - Live Near Work Income Limit” form on the Authority’s website (www.ihda.org).

In order to receive points in this category, the Application must include a report from the Longitudinal Employer-Household Dynamics program from the U.S. Census Bureau. In order to generate the report, please follow the steps listed below:

Please visit <http://lehdmap.did.census.gov/> and enter the Project’s address (or close approximation) into Search box.

Click on the Project’s address in the Geocoder results.

In the dialog box that appears on the map, click “Add advanced selection.”

Choose “Sample/Ring” in the “Add Buffer to Selection” menu on the left of the map and enter the radius that corresponds to the Project’s set-aside: Chicago (3 miles); Chicago Metro (5 miles); Other Metro (5 miles); and Non-Metro (10 miles).

Click “Confirm and Add Advanced Selection.”

In the dialog box on the map, choose “Perform Analysis on Selection Area.” Set the analysis settings to Home/Work Area: “Work”; Area Profile: “All Workers”; Year: “2008”; Job Type: “All Jobs” and click “Go.”

Once the analysis is complete, choose the “Detailed Report” option under the Report/Map Outputs menu to the left of the map.

Choose the “Export to PDF” option and include a copy of the report in the Application as evidence of the number of low wage jobs in the Project area.

SCORING EXAMPLE:

For a Project located in the Non-Metro set-aside in Macoupin County, the analysis of the number and percentage of low-wage jobs is completed in the table below. The Sponsor must enter the information in the “INPUT” column. The information for items (a) – (c) is available in the report generated by the Longitudinal Employer-Household Dynamics website. The information for item

(d) is listed by county in the “Scoring - Live Near Work Income Limit” form on the Authority’s website (www.ihda.org).

INPUT	
1,218	a. Number of jobs earning \$1,250 per month or less
1,617	b. Number of jobs earning \$1,251 to \$3,333 per month
1,065	c. Number of jobs earning more than \$3,333 per month
\$31,560	d. County's Live Near Work income limit
OUTPUT	
2,494	Total low-wage jobs
64%	Percentage of total jobs that are low-wage

When the information is entered into the table in the Authority’s “Self Scoring Form” the number and percentage of low-wage jobs will be automatically calculated for each Project. In the scenario outlined above, the Project would be awarded two (2) points for the total number of low-wage jobs and two (2) points for the percentage of low-wage jobs for a total of four (4) points. Points will be cumulative in this category and will be awarded for both percentage AND number of low wage jobs in the following manner:

a. All Set-Asides

POINTS	Low Wage Jobs as % of Total Jobs
2	50% - 75%
4	75.1% or Greater

AND (b) OR (c) below based on the Project’s set-aside:

b. Chicago; Chicago Metro; and Other Metro Projects

POINTS	Total Number of Low Wage Jobs
2	0 – 33,333
3	33,334 – 66,666
4	Greater than 66,666

c. Non-Metro Projects

POINTS	Total Number of Low Wage Jobs
2	0 – 5,000
3	5,001 – 10,000
4	Greater than 10,000

11) Extended Term of Affordability

The Authority will award up to eight (8) points to Projects that commit to an Extended Use Period in excess of the minimum mandatory 30 years.

Two (2) points will be awarded for each five (5) year extension to the Extended Use Period.

In order to receive points in this category, the Application must include a commitment stating the total number of years the Project will be subject to the Extended Use Period. The longer Extended Use Period will be recorded in the Extended Use Agreement.

F) Tiebreaker Criteria

In the event that two or more Projects have an equal number of points, the following will be used to determine selection:

First Tiebreaker: Fewest Credits per Unit

The Project requesting the least amount of Tax Credits per Tax Credit eligible unit.

If a tie still remains;

Second Tiebreaker: Supportive Housing Project

Projects that demonstrate all requirements of Permanent Supportive Housing, as defined under Housing Policy Goals and Objectives / Permanent Supportive Housing scoring section.

If a tie still remains;

Third Tiebreaker: Tenants with Children

Projects that serve tenant populations with children. Projects will qualify for this designation if they are non-Elderly and at least twenty-five percent (25%) of the units are three or four bedrooms. This tiebreaker will only apply where the market study shows a clear demand for this population (as determined by the Authority).

If a tie still remains;

Fourth Tiebreaker: Local Revitalization or Redevelopment Plan and QCT

Projects that demonstrate all of the requirements under Scoring Category for Local Revitalization or Redevelopment Plan **AND** are located in a Qualified Census Tract as listed in Attachment 2 “Qualified Census Tracts”.

Fifth Tiebreaker: Tenant Homeownership

Projects that are intended for eventual tenant ownership, utilize an appropriate site plan and building design, and have a tenant homeownership plan describing how the Project will convert to tenant ownership at the end of the Compliance Period. Please see the “Homeownership Plan” available on the Authority’s website (www.ihda.org).

VIII) Project Modification Policies

A) Project Modifications

The Allocation of Tax Credits is based upon information provided in the Application. **ALL** Project changes, from conditional approval of the Application through the term of the Extended Use Agreement, will require written request to and written approval by the Authority.

Project changes include, but are not limited to, a change in any of the following:

- The individuals or entities in the ownership structure of the Project;
- The unit mix or unit sizes;
- The Project design;
- The Project site;
- The construction scope;
- The financing terms, including but not limited to a loss of financing; or
- Any criteria on which scoring decisions were made.

Any written request for a change in a Project must include a detailed explanation of the reason for the modification. Sponsors or Owners must also submit a non-refundable modification fee in the amount listed on the "Multifamily Fee Payment Form" available on the Authority's website (www.ihda.org).

All requests will be reviewed by the Authority and must conform to the requirements of Section 42 and the QAP.

Any request for a change in a Project will result in the reevaluation of the original Application. The results of the reevaluation may include the following: (i) a change in the Project's score or ranking; (ii) a new Application fee and public notification letters; (iii) and a reduction or revocation of the Tax Credit Reservation or Allocation. In addition, a Board approval of the revised Project may be required.

B) Changes or Transfer of Ownership

The long term viability of the Project is dependent on the Owner who makes decisions in developing and operating the Project for the long term.

Therefore, changes of ownership are not encouraged; and the Authority strongly discourages the transfer of ownership in Projects. Changes include but are not limited to the addition or removal of any entities or individuals in the ownership, regardless of their percent of ownership.

No change of ownership will be permitted at any time after Board approval of a Project's Tax Credits and before the issuance of IRS Form(s) 8609 to the Project.

Owners wishing to change or transfer ownership after the issuance of IRS form(s) 8609 must submit the following:

- A completed and executed "Notice of Intent to Transfer Ownership" available on the Authority's website (www.ihda.org);

- A letter from the Owner's legal counsel that explains the need for change;
- A non-refundable transfer of ownership fee. See the "Multifamily Fee Payment Form" available on the Authority's website (www.ihda.org); and
- All applicable organizational documents.

Any requested change of ownership will be reviewed on a case-by-case basis and must be presented to and approved by the Board. The Authority reserves the right to request additional documentation as needed.

C) Unapproved Changes

Project changes at any time, made without submitting a written request to the Authority and receiving a written approval from the Authority, may cause the Application to be rejected or trigger a revocation of a proportional amount of Tax Credits up to the full amount of the Reservation.

Any unapproved Project change, from submission of the Application through the term of the Extended Use Agreement, will affect all Project Participants. Affected Participants may be penalized in the "Unacceptable Practices" scoring category in the future Applications and may fail to meet the Authority's mandatory appropriate development team requirements.

IX) Reservation Procedures

A) Board Approval

If an Application is selected by Authority staff to receive an Allocation of Tax Credits, it will be considered a conditional approval.

After receiving a conditional approval, Owners must submit organizational documents for all entities of which the ownership entity is comprised and documentation demonstrating that these entities and the ownership entity are duly formed and validly existing. Please see the "Ownership Structure and Organizational Documents Checklist" on the Authority's website (www.ihda.org) for a list of necessary documents.

Once required documents are submitted and any additional requirements as determined by the Authority are fulfilled, the Project may be recommended to the Board for approval of a Reservation of Tax Credits.

B) Reservation Letter

Upon Board approval of a Reservation of Tax Credits for a Project, the Authority will issue a Reservation Letter to the Owner. The Reservation Letter will state the amount of the Reservation; any conditions that must be satisfied in connection with the Reservation, including but not limited to payment of the Reservation Fee; date by which all conditions must be met, including the date by which the executed Reservation Letter and Reservation fee must be submitted to the Authority;

In addition to the Reservation Letter, the following documents will be issued to the Owner, and must be completed by the date specified in the Reservation Letter:

- "Compliance Monitoring Fee Agreement" (www.ihda.org).
- "Election of Low Income Housing Tax Credit Rate" for LIHTC Projects with Acquisition Rate Credits. (if applicable) (www.ihda.org)

Failure to return the Reservation fee, executed Reservation Letter, and required forms by the stated date may result in a revocation of the Reservation of Tax Credits for the Project.

C) Reservation Fee

The Authority will charge a non-refundable Reservation fee in an amount equal to 1% of the 10 year credit amount for the Project.

D) Extensions

The Authority may extend the time for meeting the conditions set forth in the Reservation Letter. The Owner must submit a written request for an extension of time explaining the necessity of such extension to the Authority. The Authority will require a processing fee in connection with the extension review, as described in the "Multifamily Fee Payment Form" (www.ihda.org).

E) Revocation of Reservation

Prior to issuing IRS Form(s) 8609, the Authority may revoke a Reservation of Tax Credits for a Project under the conditions set forth below or under such other conditions as may be set forth in the Reservation Letter, the Carryover Allocation Letter, or other appropriate documents.

If a Reservation is revoked, the Authority will retain **ALL** fees paid to the Authority in conjunction with the Application, the Reservation, the Carryover Allocation or modification of the Project.

The following activities may cause a revocation:

- The Owner modifies the Project in **ANY** way without prior written approval from the Authority. Such changes include, but are not limited to:
 - changes in the ownership structure of the Project,
 - changes in project characteristics,
 - changes in or loss of financing, or
 - changes in the criteria on which any scoring decisions were made.
- The Authority determines that the Owner will fail to meet the Authority's requirements for a Carryover Allocation, including any conditions set forth in the Reservation or the Carryover Allocation Letter.
- The Authority determines that the Project will fail to be Placed in Service by the time set forth in the Carryover Allocation Letter.
- The Owner fails to provide the Authority with all items required for issuance of 8609s in as described within the Issuance of 8609s section within six (6) months of Placed in Service.
- The Owner (including any affiliates) is not in compliance with Section 42 in connection with any Project.
- The Owner (including any affiliates) has outstanding compliance violations in connection with any Project that have not been resolved to the Authority's satisfaction.
- The Owner (including any affiliates) is delinquent under any loan or grant made by the Authority, is not in good standing under a workout agreement with the Authority, or has not satisfied any other requirements of the Authority in connection with a delinquency or workout agreement.
- The Owner (including any affiliates) has an outstanding expense owed to the Authority in connection with any Authority program.
- The Authority has reason to believe that the Sponsor or Owner has materially misrepresented facts or has provided false information to the Authority in connection with the Project or in connection with any other Authority Program.
- The Owner is bankrupt or in a financial situation that jeopardizes the Project's completion and/or continued operation.
- The Authority determines that the Project is unable to proceed.
- Any other action determined by the Authority, at the Authority's sole discretion, that violates any other conditions as may be set forth in the Reservation Letter, the Carryover Allocation Letter or other documents in connection with the Reservation or Allocation of Tax Credits.

X) Authority Credit Ceiling

A) Limit on Reservations

It is anticipated that all of the Authority's Credit Ceiling will be used in its entirety for Reservations during the Application rounds.

The Credit Ceiling may be increased if Projects that received Allocations return Tax Credits to the Authority, or if the Authority receives an allocation of Tax Credits from the national pool.

In the event the Authority's Credit Ceiling is increased, the additional Tax Credits will be used for (i) Tax Credit increases prior to Reservations; (ii) a Forward Reservation of Tax Credits; or (iii) the Authority may carry the additional Credit Ceiling forward to the next calendar year.

B) Priority Reservation

In keeping with the State's Comprehensive Housing Planning Act (P.A. 94-965), the Authority may issue a Reservation to a Project(s) selected by the Authority in response to a Notice of Funding Availability (NOFA) issued by the Interagency Subcommittee of the Illinois Housing Task Force. The amount reserved will not exceed 10% of the total Authority Credit Ceiling.

Any Project recommended by the Interagency Subcommittee must meet the requirements of this QAP, excluding the Scoring Categories section.

C) Forward Reservations

The Authority may make Reservations from the 2013 Authority Credit Ceiling ("Forward Reservations") in an amount not to exceed 15% of the per capita portion of the 2012 Authority Credit Ceiling.

This limit may be exceeded if the lowest scoring project to be approved for a Reservation is eligible for a Reservation amount that would make the aggregate amount of Forward Reservations exceed the 15% limit.

Projects approved for a Forward Reservation of 2013 Tax Credits must meet all Carryover Allocation requirements for calendar year 2012.

D) Partial Reservations

If a Project is recommended for a Reservation by the Board and there is an insufficient amount of Authority Credit Ceiling for the full amount of the recommended Reservation, then the Authority may make a Reservation for that Project partially from the 2012 and 2013 Authority Credit Ceiling.

E) Projects Not Receiving Credits

Projects that otherwise meet all mandatory requirements that do not receive a Reservation of Tax Credits may be considered for a Reservation at a later date if either (i) a Reservation is returned to the Authority, or (ii) the Authority Credit Ceiling is increased from the national pool of unused Tax Credit Allocation authority.

XI) Carryover Allocation, 10% Test, and Placed in Service

A) Carryover Allocation

A Carryover Allocation is required for all Projects that will not be Placed in Service during the year in which a Reservation Letter is issued.

1) Carryover Allocation Letter

Projects that will not be Placed in Service during the year in which a Reservation Letter is issued will receive an Authority-prepared Carryover Allocation Letter. See the "Carryover Allocation Letter form" available on the Authority's website (www.ihda.org). The Carryover Allocation Letter will be forwarded to each Owner near the end of the year in which the Project has received a Tax Credit Reservation.

2) Outstanding Fees

The Authority will not issue a Carryover Allocation Letter until ALL outstanding fees and payments owed to the Authority have been paid. These fees and payments include any fees owed to the Authority in connection with any Authority program, and any outstanding debt service payments owed to the Authority.

3) Documentation

The Carryover Allocation Letter will contain all conditions and documentation required to make the Carryover Allocation as well as an Authority deadline date by which all required documentation must be submitted. In general, this deadline will be no later than the December Board meeting.

Required documentation will include, but is not limited to the following:

- "Carryover Allocation Checklist" available on the Authority's website (www.ihda.org)
- "BIN Assignment Form" available on the Authority's website (www.ihda.org)
- "Gross Rent Floor Election Form" available on the Authority's website (www.ihda.org)
- "Reasonably Expected Basis Form" available on the Authority's website (www.ihda.org)
- Evidence of current site control satisfactory to the Authority

If all conditions and documentation of the Carryover Allocation Letter are not met, then the Authority reserves the right to reevaluate the Project and revoke the Tax Credit Reservation.

4) Request for Extension

If an Owner is unable to submit Carryover Allocation documentation by the Authority deadline, then a written request for an extension of the deadline indicating the reason for the extension must be submitted to the Authority. The Authority will review extension requests, and reserves the right to approve or deny a request for extension.

5) Carryover Allocation Late Fee

Owners that do not submit Carryover Allocation documentation by the Authority deadline must pay a late fee. In addition, Owners must pay a supplementary fee for each business day from that date, through the date on which the Authority receives all required Carryover Allocation

documentation. The fee is listed on the "Multifamily Fee Payment Form", available on the Authority's website (www.ihda.org).

B) Status Report Prior to Meeting the 10% Test

Prior to meeting the 10% Test, Owners that are issued a Carryover Allocation Letter must submit a completed "Project Status Report Form" to the Authority by June 1, 2013, available on the Authority's website (www.ihda.org), and all required documentation including evidence of current site control extending through December 31, 2012 satisfactory to the Authority. The Authority reserves the right to modify this deadline.

C) 10% Test

Each Owner issued a Carryover Allocation Letter must provide evidence to the satisfaction of the Authority that the Project will expend more than 10% of the Project's reasonably expected basis ("10% Test") no later than December 1, 2013. The Authority reserves the right to modify this deadline.

1) Outstanding Fees

The Authority will not issue a 10% Test determination until **ALL** outstanding fees and payments owed to the Authority have been paid. These fees and payments include any fees owed to the Authority in connection with any Authority program, and any outstanding debt service payments owed to the Authority.

2) Documentation

The Authority will notify each Owner of all the conditions and submissions required to meet the 10% Test.

Required documentation will include, but is not limited to the following:

- "Ten Percent Checklist" available on the Authority's website (www.ihda.org)
- "Ten Percent Test - BIN Form" available on the Authority's website (www.ihda.org)
- "Ten Percent Test Reasonably Expected Basis Form" available on the Authority's website (www.ihda.org)
- "Certification of Costs Incurred for 10 Percent Test" available on the Authority's website (www.ihda.org)
- Evidence of current site control satisfactory to the Authority

If an Owner does not meet all conditions and submissions required for the 10% Test, the Authority reserves the right to reevaluate the Project and revoke the Tax Credit Reservation.

3) Request for Extension

If an Owner is unable to meet the Authority deadline for a 10% Test submission, then a written request for an extension of the deadlines indicating the reason for the extension must be submitted to the Authority. The Authority will review extension requests, and reserves the right to approve or deny a request for extension.

4) 10% Test Late Fee

Owners that do not submit a 10% Test documentation by the Authority deadline must pay a late fee. In addition, Owners must pay a supplementary fee for each business day from that date, through the date on which the Authority receives all required 10% Test documentation. The fee is listed on the "Multifamily Fee Payment Form", available on the Authority's website (www.ihda.org).

D) Placed in Service

Projects are expected to be Placed in Service no later than the end of the second year following the year in which the Reservation Letter is issued.

If an Owner believes that a Project may not meet this requirement, then the Owner must submit written documentation to the Authority demonstrating all of the following:

- Clear and convincing evidence of all efforts to meet the Placed in Service deadline;
- The specific circumstances causing the delay; and
- All attempted remedial measures taken by the Owner in order to mitigate the delay.

The Authority may, based upon documentation submitted by the Owner, make a determination that the failure to place such Project in Service is due to circumstances beyond the Owner's control.

If the Authority makes such a determination, then the Authority may revoke the Reservation without penalty to the Owner. In turn, the Project may also be given first priority for either a Reservation in the current year or a Forward Reservation for an Allocation in the following calendar year. Any such priority will be conditioned on a determination by the Authority that the Project continues to be desirable in terms of meeting the affordable housing needs of Illinois, and such other terms and conditions as the Authority determines appropriate under the circumstances. Any Reservation or Forward Reservation will be subject to all conditions described in the Reservation section, including reservation fee.

The Authority anticipates that Reservations and Forward Reservations under this subsection will be rare.

XII) Extended Use Agreement

A) Overview

All Owners issued either a Reservation Letter or Determination Letter must enter into an Extended Use Agreement (“EUA”) with the Authority at the initial financial closing for the Project. The EUA shall be binding upon the Owner and all successors to the Owner. The EUA shall set forth, among other things, a Project’s income and occupancy restrictions, and any special conditions under scoring categories as set forth in the Application.

The EUA **must** be recorded by the Owner **prior to all other documents** evidencing or securing the financing provided in connection with the Project. Recording of the EUA must occur in the office of the Recorder of Deeds in the County where the Project is located as a restrictive covenant on the real estate on which the Project is located.

B) EUA Checklist

The following documents must be submitted and approved by the Authority prior to the issuance of the EUA. The Authority reserves the right to modify this list at its sole discretion.

- 1) Board Approval of Allocation of Tax Credits
- 2) Reservation Letter or Determination Letter
- 3) Compliance Monitoring Fee Agreement
- 4) Evidence of Election of Tax Credit Rate
- 5) Gross Rent Election Form
- 6) Identity of Interest Affidavit
- 7) Authority Approval of Final Plans and Specifications
- 8) Certification of No Changes to Plans and Specifications (Authority form)
- 9) Approval of Building Permit
- 10) Certification of Consistency with Consolidated Plan
- 11) Owner’s Attorney Opinion of Eligibility for Acquisition Tax Credits (if applicable)
- 12) Wetland Permit (if applicable)
- 13) Subsidy Layering Review (if applicable)
- 14) Supportive Housing Plan (if applicable)
- 15) Relocation Plan (if applicable)
- 16) Third Party Studies and Reliance letters, such as Appraisal and Phase II Environmental Review
- 17) Ownership Structure Certificate(Authority form)
- 18) Organizational Documents as appropriate as listed on Ownership Structure and Organizational Documents Checklist (Authority form), and as necessary to document any Development Team

Characteristics for which points were received in scoring categories, such as MAFBE or Non-profit corporation participation.

- 19) Copy of Owner's Title Insurance Commitment and Final Policy
- 20) Copy of Recorded Title Exceptions
- 21) Copy of Recorded Deed
- 22) Architect's Certificate (Authority form)
- 23) Fair Housing Certificate (Authority form)
- 24) Final Financing Form (Authority form)
- 25) Carryover Allocation Letter (if applicable)
- 26) Tenant Selection Plan (Authority form)
- 27) Affirmative Fair Housing Marketing Plan (Authority form)
- 28) Approval from Illinois Historic Preservation Agency
- 29) Form Tenant Lease
- 30) Property Management Agreement
- 31) Owner's Sworn Statement
- 32) Contractor's Sworn Statement
- 33) Owner/Contractor and Subcontractor Agreements, including wage standard used
- 34) Executed Copies of Other Lender Financing Documents
- 35) Documentation that Project has been listed on Illinois Housing Locator
- 36) IRS Form 990 (if Applicable)
- 37) Evidence of Availability of Bond Cap (4% Bond deals)
- 38) Resolution(s) for Committing or Ceding Bonds (4% Bond deals)

XIII) Issuance of 8609s

A) Requirements

The Authority will issue IRS Form(s) 8609 ("8609") to all Projects which are Placed in Service within the time period required under the Code or the QAP, contingent upon receipt and approval of all the documents listed on the "8609 Issuance Checklist" and all requested documentation on that form. The form is available on the Authority's website (www.ihda.org);

The Authority will not issue 8609(s) until the final draw request has been submitted and approved by the Authority. The Authority also will not issue 8609(s) unless **ALL** fees and payments due to the Authority in connection with any Authority program have been paid. In general, the Authority will not issue 8609(s) for Projects with multiple buildings until all of the buildings in the Project have been Placed in Service.

The Authority will review all submitted documentation and conduct a final financial analysis based on submitted documentation. When the review and analysis are complete, the Authority will send the 8609(s) to the Owner, per IRS guidelines. The Authority will notify the IRS once a year of 8609(s) issued by both the Authority and the City of Chicago by filing a form 8610.

All documentation listed below must be submitted by hard copy **and** disk or flash drive. Hard copy documentation should be submitted in an **unbound package** with original signatures in **blue** ink. Electronic documentation should be in PDF format and include **all** hard copy documentation.

- 1) "Form 8609 Issuance Checklist", available on the Authority's website (www.ihda.org);
- 2) 8609 Issuance Fee as outlined on the "Multifamily Fee Payment Form" available on the Authority's website (www.ihda.org);
- 3) Color photograph(s) of each building of the completed Project identified with correct street address(es) and Building Identification Number ("BIN");
- 4) Completed "Owner Certification for Form 8609" (both pages 1 and 2) available on the Authority's website (www.ihda.org);
- 5) For new construction Projects: Certificate of Occupancy (one for each building) from local municipality attached to appropriate Owner Certification for Form 8609;
- 6) Completed "Final Financing Form" available on the Authority's website (www.ihda.org);
- 7) Financing documents verifying each source listed on the "Final Financing Form";
- 8) Cost certification prepared by an independent third-party certified public accountant in a format acceptable to the Authority, based on such accountant's audit of the Project that certifies to the total Project costs, total eligible basis, and all sources of financing used for the Project;
- 9) Executed original Extended Use Agreement that has been properly recorded with the recorder of deeds in the county in which the project is located;
- 10) Copy of Owner's title policy evidencing the recording order of the Extended Use Agreement;
- 11) Documentation satisfactory to the Authority that all criteria required under the Green Design Requirements in the Mandatory Section of the QAP has been met;

- 12) Documentation satisfactory to the Authority demonstrating the Project's conformance with any Scoring Sections of the QAP where points were received;
- 13) Documentation that Project has been listed on Illinois Housing Locator;
- 14) Subsidy Layering Review and Fee (if applicable);
- 15) Certification of 50% test for tax-exempt bond Projects (if applicable);
- 16) Written attorney's opinion for tax-exempt bond Projects involving acquisition Tax Credits (if applicable);
- 17) Any documentation the Authority may require to determine the amount of Tax Credits to be allocated to the Project or to demonstrate the Project's conformance with the requirements of Section 42;

B) Deadlines

Owners receiving a Reservation of Tax Credits for a Project that will be Placed in Service in the same calendar year must submit all required documentation listed above to the Authority no later than November 1 of that year.

Owners receiving a Reservation of Tax Credits for Project that has been issued a Carryover Allocation Letter must submit all required documentation listed above to the Authority no later than six (6) months after the end of the year following the deadline to be Placed in Service.

Owners receiving a Determination Letter must submit all required documentation listed above to the Authority no later than six (6) months of Placed in Service.

C) Penalties

1) Late Fee

Owners that do not meet the Authority deadlines must pay a late fee. In addition, Owners must pay a supplementary fee for each month from the deadline date through the date on which the Authority receives all required documentation. The fee is listed on the "Multifamily Fee Payment Form", available on the Authority's website (www.ihda.org).

2) Filing of Non-Agency Approved 8609 with the IRS

If the Authority becomes aware that an Owner has filed any 8609(s) with the IRS in advance of the Owner's receipt of the Authority signed version of the approved 8609(s), or if the Owner files any 8609(s) with the IRS which does not accurately reflect the information contained on the Authority signed version of the approved 8609(s), then the Authority will file an 8823 Notice of Non-Compliance with the IRS. This applies to Tax Credits issued by the Authority, sub-allocators, and in conjunction with tax-exempt bonds. In addition, Owners may also be penalized in future Application rounds in the "Unacceptable Practices" scoring category and may fail to meet the Authority's mandatory development team requirements.

XIV) Increase Requests

A) Overview

The Authority will review requests for an increase of a Project's Tax Credit Allocation on a case-by-case basis. The Authority will grant an increase only when such an increase is necessary to make a Project financially feasible, and then only in extenuating circumstances, which must be documented to the satisfaction of the Authority.

Generally, the Authority will provide an increase only for unforeseeable increases in the costs of the Project. If a request for an increase calls into question the accuracy of the Sponsor's or Owner's original Application and documentation, or any related documentation subsequently submitted, then the Authority reserves the right to modify or revoke the Project's Reservation or Allocation.

In determining a Project's qualification for an increase of Tax Credits, the Authority will closely examine the revised Project budget to ensure that additional Tax Credits are not used to cover increases in the developer fee. An Owner must defer a substantial portion of the Project's developer fee prior to requesting an increase. Except for unusual circumstances, the portion of the developer fee deferred at the time of the Board's initial approval of a Reservation will not be reduced, but may be increased.

If the Reservation Letter for the Project contains conditions, then the Authority will not grant an increase until those conditions have been met to the Authority's satisfaction. Furthermore, the Authority will approve only one (1) Tax Credit increase per Project.

B) Timing

The Authority will accept a request for an increase in Tax Credits at any time after the Authority has issued a Reservation Letter for the Project, but no later than the end of the calendar year during which the Project is or will be Placed in Service. Tax Credits cannot be allocated for any building in a Project that has been Placed in Service during a previous calendar year.

C) Required Submissions

For increase requests, the Owner must submit all of the following:

- 1) An updated Application;
- 2) A narrative detailing the reasons for the request and specifically identifying any unforeseeable increases in Project costs;
- 3) A letter from an independent, third-party certified public accountant stating that he/she has reviewed the revised Project budget, which provides the amounts of the revised total eligible basis and total Project cost;
- 4) Both the initial and the most recent owner's and general contractor's sworn statements; and
- 5) An increase request fee as outlined in the "Multifamily Fee Payment Form", available on the Authority's website (www.ihda.org).

The Authority will review all submitted documentation and conduct a final financial analysis. The Authority reserves the right to request additional documentation as needed.

XV) 4% Determination Letters

Pursuant to Section 42 (h)(4), Projects to be financed with the proceeds of tax-exempt bonds are not required to receive a Reservation from the Authority Credit Ceiling. Rather, the Authority will accept Applications for a Determination Letter. The Application for a Determination Letter is exclusive of a request for an allocation of the Authority's volume cap.

A) Application Requirements

Any Application for a Determination Letter must meet the requirements of **ALL** sections of this QAP, including Preliminary Project Assessment (PPA) requirement (under the Mandatory Section), **with the exception of:**

- Scoring Categories,
- Reservations, and
- Carryover Allocation and 10% Test, but including Placed in Service.

B) Application Process and Timing

The Authority will accept Applications for a Determination Letter for Projects to be financed with the proceeds of tax-exempt bonds at any time, whether or not the Authority is the issuer of such bonds.

While the Authority will accept Applications for a Determination Letter at any time, the Preliminary Project Assessment (PPA) requirement (under the Mandatory Section) must be submitted to the Authority **at least a month prior** to an Application for a Determination Letter. Any approval of a PPA will be valid for only 3 months from the date of issuance.

C) Application Documentation

The Application must be submitted on original Authority forms or photocopies of such forms. All submission materials are available on the Authority's website (www.ihda.org) or directly from the Authority, upon request. The Application must comply with the format and content requirements of this QAP and present to the Authority a clear, unambiguous, and complete Application. The Authority may reject any Application that does not conform to the requirements of this QAP. The Authority will not begin processing any requests for a Determination Letter prior to the submission of all the Application materials listed below.

The Application submission to the Authority **MUST**:

- Be placed in an adequately sized accordion file folder tabbed to correspond with the enumeration outlined in the "Application Checklist", available on the Authority's website (www.ihda.org); **and**
- Include the completed "Application Checklist"; **and**
- Include **ALL** documentation requested in the QAP and outlined on the "Application Checklist", including all applicable attachments and supporting materials; **and**
- Include the non-refundable Application fee in the amount required on the "Multifamily Fee Payment Form" available on the Authority's website (www.ihda.org); **and**

- Include an electronic version of the “Common Application” in Excel format on a disk or flash drive; **and**
- Include electronic PDF file versions of **ALL** Application materials on a disk or flash drive, including all applicable attachments and supporting materials. **Each mandatory and scoring tab section of the Application Checklist must be saved as a separate PDF file with a meaningful file name.**

D) Determination Letter

If the Authority determines that the Project conforms to all the applicable sections of the QAP, the Authority will notify the Owner within 60 days of complete Application for Determination Letter which meets **ALL** of the requirements above.

In order for the Authority to issue an executed Determination Letter, the Owner must submit all required documentation, including but not limited to:

- Payment of the non-refundable determination fee of 1% of the estimated ten year Tax Credit amount.
- “BIN Assignment Form” available on the Authority’s website (www.ihda.org); and
- “Gross Rent Floor Election Form” available on the Authority’s website (www.ihda.org); and
- “Low Income Housing Tax Credit Rate Election Form for Tax Exempt Projects” available on the Authority’s website (www.ihda.org).

E) Status Report

At six months after issuance of a Determination Letter, Owners must submit a completed “Project Status Report Form”, available on the Authority’s website (www.ihda.org) to the Authority.

F) Extended Use Agreement

All requirements of the Extended Use Agreement Section of this QAP, including execution of an Extended Use Agreement, must be met within in one year of issuance of a Determination Letter. If the Extended Use Agreement requirements are not met within that timeframe, the Determination Letter will be considered expired.

G) Placed in Service

All Projects will have two years, as of December 31, after the issuance of a Determination Letter to be Placed in Service. If the Placed in Service requirements are not met within that timeframe, the Determination Letter will be considered expired.

If an Owner believes that a Project may not meet this requirement, the Owner must submit written documentation to the Authority demonstrating all of the following:

- Clear and convincing evidence of all efforts to meet the Placed in Service deadline;
- The specific circumstances causing the delay; and
- All attempted remedial measures taken by the Owner in order to mitigate the delay.

The Authority may, based upon documentation submitted by the Owner, make a determination that the failure to place such Project in Service is due to circumstances beyond the Owner’s control.

If the Authority makes such a determination, the Authority may revoke the Determination Letter without penalty to the Owner. In turn, the Project may be issued a revised Determination Letter conditioned on the Authority's decision that the Project continues to be desirable in terms of meeting the affordable housing needs of Illinois, and such other terms and conditions as the Authority determines appropriate under the circumstances. Any revised Determination Letter will be subject to all conditions described in this 4% Determination Section, including the determination fee.

H) Issuance of 8609

The Authority will issue form(s) 8609 for Projects that qualify under Section 42(h)(4) of the Code once all of the conditions set forth in the Determination Letter and all requirements in the QAP Section Issuance of 8609s have been met to the satisfaction of the Authority.

If based on the final cost certification submitted for the form(s) 8609, a Project qualifies for additional Tax Credits above the amount in the Determination Letter, the Owner must pay to the Authority an increase request fee and additional Determination Letter fees, as applicable.

Owners must meet all the conditions for issuance of form(s) 8609 within six (6) months of Placed in Service, including submission of all required items outlined in the Issuance of 8609s Section of this QAP.

Owners that do not meet this Authority deadline must pay a late fee. In addition, Owners must pay a supplementary fee for each month from the deadline date through the date on which the Authority receives all required documentation. The fee is listed on the "Multifamily Fee Payment Form", available on the Authority's website (www.ihda.org).

XVI) Compliance Monitoring Procedures

A) Overview

The monitoring and reporting requirements referenced in this section apply to all Projects, regardless of the Allocation date of Tax Credits. The Authority's specific monitoring and reporting requirements are subject to change. Therefore, Owners are encouraged to contact the Authority regarding monitoring and reporting requirements when an Allocation is made.

Section 42 requires that the Authority establish procedures for monitoring Projects for noncompliance with the provisions of Section 42 and report to the IRS any noncompliance found by the Authority. The Authority's obligation to monitor Projects for compliance within the requirements of Section 42 does not make the Authority liable for an Owner's noncompliance nor does the Authority's failure to discover any noncompliance excuse such noncompliance. Furthermore, the Authority makes no representations or warranties in connection with any written or oral advice given by its staff to an Owner regarding compliance with Section 42 and the applicable Treasury regulations, rulings and issuances. The IRS is responsible for the proper interpretation and application of such rules.

The Authority's monitoring activities include, but are not limited to, the following:

- Review of the Owner's annual certification regarding compliance with Section 42 requirements;
- Review of the Owner's tenant certification/recertification forms, accompanied by supporting documentation; and
- Periodic review of the physical condition of the Project

B) Compliance Reference Guide

The Authority's monitoring procedures and reporting requirements are set forth in greater detail in the "Low Income Housing Tax Credit Compliance Reference Guide," available on the Authority web site (www.ihda.org), and upon request. Please direct requests to: Asset Management Services Department, Illinois Housing Development Authority, 401 North Michigan Ave., Suite 700, Chicago, Illinois 60611, Phone 312.836.5239.

C) Compliance with the Fair Housing Act

Owners are advised that compliance with the Section 42 general public use requirement for Projects requires compliance with the Fair Housing Act. An Owner's failure to comply with the Fair Housing Act will constitute noncompliance with the Section 42 general public use requirement and the Authority will report such noncompliance to the IRS.

D) Compliance Monitoring Fee

The Authority charges an ongoing annual compliance monitoring fee associated with the compliance monitoring. The current monitoring fees are available from the Authority's Asset Management Services Department and are subject to change.