

2017-2018 LIHTC SCORING CRITERIA

Completion and Submission of this Scoring Criteria is **Mandatory**.

Applications that contain material errors in documentation, incomplete information, or inconsistencies may be rejected.

Funding Round:

Project Name:

City/Township:

County:

Self-Identification (check all that apply):

1. Preservation Category
2. Open Category
3. Permanent Supportive Housing (PSH) Category
4. Strategic Investment Category
5. Nonprofit - Statutory Set-Aside
6. Rural Housing - Statutory Set-Aside
7. Eligible Distressed Areas - Statutory Set-Aside
8. Elderly - Statutory Set-Aside
9. Tax Exempt Bond Financing (with 4% LIHTC)



SCORING CRITERIA

A. Place-Based Criteria

Possible Points	Self Score
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1. Proximity to Transportation

5	
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Applicants that can *demonstrate* that the project is located within 1/10 of a mile from a public transportation stop (i.e. bus stop), or are creating a public transportation stop within 1/10 of a mile, will be eligible to receive 5 points. Alternatively, a project will be considered for 5 points if the applicant can *demonstrate* that it will provide a form of transportation to the project that is comparable to or exceeding the service levels (e.g. accessibility, capacity, reliability, practicality, etc...) and scope of a typical fixed route public transportation system. For these purposes, comparable transportation should be available on weekends as well as weekdays and transportation that is provided by the development should have the capacity to adequately serve all the tenants in the development based on the size of the development. For example, one 15-passenger van may not be sufficient to serve a very large development. For further clarity, MSHDA expects that the transportation provided should be sufficient to allow each tenant in the development to take at least two trips during the seven day week. For example, a 15 passenger van running two routes per day seven days per week would accomodate 210 passengers per seven day week. This would be sufficient to accomodate a 100 unit development, which would require 200 trips per seven day week.

Applicants choosing to provide another form of transportation to the project will only receive 3 points if it is determined that the transportation provided is not comparable to the service levels and scope of a typical fixed route public transportation system as noted above. No points will be awarded if MSHDA determines that the form of transportation is very mininimal/limited in nature.

PLEASE NOTE: The score for projects with multiple scattered sites will be determined by a weighted average based on the percentage of the total number of units at the sites that qualify for the points compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.

SCORING CRITERIA

A. Place-Based Criteria

Possible Points	Self Score
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2. Site Amenities

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*PLEASE NOTE: If an applicant believes that the Walk Score shown on the website does not accurately reflect the development's actual walkability (e.g. certain amenities were excluded), the applicant will have the opportunity to contact Walkscore in order to receive an updated score report. **In order to receive an update from Walkscore, an applicant must submit an official request to Walkscore by contacting: mshda-request@walkscore.com.** Walkscore will then work with the applicant to determine whether an updated score is merited. If an updated score is merited, Walkscore will provide an official score report no later than 45 days from the request date, though actual processing time is expected to be quicker than this.*

Projects will be awarded points for being located in areas containing amenities that are in close proximity to the project site. A maximum of 20 points will be awarded based on the ranges below using a project's Walk Score, which can be determined by going to:

www.walkscore.com

A project's eligible points will be determined using the following table:

Walk Score	Points
100 - 90	20
89 - 80	18
79 - 70	14
69-55	10
54-40	6
39-20	2
19-0	0

PLEASE NOTE: No partial points will be awarded. The Walk Score for projects with multiple scattered sites will be determined by the weighted average of the individual Walk Scores based on the percentage of the total number of units at each individual site compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points. The project Walk Score will be based on the actual physical location of the building(s) and not on the project address or the parcel boundary. Applicants can use the LIHTC Points Score Tool found at:

http://housing.state.mi.us/webportal/default.aspx?page=lihtc_start

to pinpoint the exact location of the building(s) and find the corresponding Walk Score.

SCORING CRITERIA

A. Place-Based Criteria	Possible Points	Self Score
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3. Central Cities Developments

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A project qualifies as a central cities development by:

Being located in a traditional downtown or commercial center. As MSHDA evaluates this item, the following criteria will be applied in determining what constitutes a Central City: (a) where 20 or more contiguous buildings have been planned, zoned, or used for commercial purposes for 50 or more years; a building will only be counted as being contiguous if it is included in a grouping of at least four buildings that are directly contiguous to each other (separated only by alleys), (b) where a majority of the buildings are built zero feet back from the public right of way, (c) where the area contains a significant number of multi-level, mixed-use buildings, (d) where a majority of buildings/parcels are occupied by residential and/or commercial tenants, (e) the features noted above should be present within a four city block area as to demonstrate the density of a Central City, and (f) the project location should be no more than two city blocks from the area that is being considered a Central City.

Please note: For very high-density urban areas containing multi-story buildings that span large areas of city blocks, which clearly meet the intent of this scoring item, the criteria above may be waived.

The Central Cities points for projects with multiple scattered sites where some sites are located within a Central City area and other sites are not located within a Central City area will be pro-rated based on the number of units that are located within a Central City area compared to the total units in the development. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.

Applicants are encouraged to contact MSHDA Staff prior to the Funding Round in order to determine whether the proposed site will be eligible for Central Cities Developments points.

PLEASE NOTE: If a project is determined to be eligible for points under the Central Cities Developments criteria, it will not be eligible for points under the Developments near an Employment Center criteria.

SCORING CRITERIA

A. Place-Based Criteria	Possible Points	Self Score
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4. Developments near an Employment Center

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An Employment Center is defined as a single university (or college), single hospital, single governmental entity, or a single private company that has at least 250 year-round employees in one location. In order for a project to be considered for these points, the project must meet all of the following criteria:

- a. For projects meeting the definition of Rural in the QAP, the project must be located within a one mile radius of the location of the Employment Center where 250 full-time year-round employees work. For all other projects, the project must be located within a 0.5 mile radius of the location of the Employment Center where 250 full-time year-round employees work.
- b. The project must meet MSHDA site selection criteria.
- c. The project must obtain a letter from either the employer, a third-party employment agency, or local unit of government stating the number of full-time year-round employees that work at the location that is within a 0.5 mile (or one mile, if applicable) radius of the project.
- d. All 250 year-round employees must be in the same location (not multiple locations) that meets the criteria established above to receive points.

PLEASE NOTE: If a project is determined to be eligible for points under the Central Cities Developments criteria, it will not be eligible for points under the Developments near an Employment Center criteria. The score for projects with multiple scattered sites will be determined by a weighted average based on the percentage of the total number of units at the sites that qualify for the points compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.

SCORING CRITERIA

A. Place-Based Criteria	Possible Points	Self Score
<p>5- Neighborhood Investment Activity Areas</p> <p>Points will be awarded for projects that meet the criteria under either item #1 or item #2 below:</p> <ol style="list-style-type: none"> 1. Located in an area where a Neighborhood Revitalization Plan is in place and recent and/or significant investments are occurring in the area as a result of the plan. This will be demonstrated through the submission of the items below: <ol style="list-style-type: none"> a. A signed letter or resolution from the local government dated within 60-days of the application due date that identifies, supports and outlines the significance of the proposed project, and includes: <ol style="list-style-type: none"> i. Identification of the Neighborhood Revitalization Plan for the area. For this purpose, a Neighborhood Revitalization Plan is defined as follows: <i>A published document (approved and adopted by the local governing body by ordinance or resolution) that assesses the existing physical structures and infrastructure of the community and that targets specific geographic areas for residential developments. The plan should also contain detailed policy goals that include the redevelopment and production of affordable housing as well as the proposed timeline for achieving these goals. Additionally, the plan should explain municipal support to the particular area.</i> ii. Includes a link to the plan if not included in the application. iii. Outlines the goals of the plan. iv. Defines the specific boundaries of the targeted area. v. Describes how the proposed project complements the plan goals. vi. Describes the significant public and/or private investment that is occurring or that is anticipated for the targeted area. b. A detailed map outlining the target area which also identifies the proposed project and clearly indicates the public and/or private investments (via a legend) that have recently occurred, are occurring, or are expected to occur in the area. c. Documentation to evidence the major public and/or private investment in the area of the project. d. A narrative description that demonstrates how the project qualifies under the neighborhood revitalization plan criteria. 	10	

SCORING CRITERIA

A. Place-Based Criteria

Possible
Points

Self Score

Neighborhood Investment Activity Areas (continued)

- 2. Located in an area that has had recent and/or ongoing significant investments. This will be demonstrated through the submission of the items below:
 - a. A signed letter or resolution from the local government dated within 60-days of the application due date that identifies, supports and outlines the significance of the proposed project, and includes:
 - i. Description of recent significant public and/or private investment in the area that has or is occurring proximate to the proposed project.
 - b. A detailed map of the area which also identifies the proposed project and clearly indicates the public and/or private investments (via a legend) that have recently occurred, are occurring, or are expected to occur in the area.
 - c. Documentation to evidence the major public and/or private investment in the area of the project.
 - d. A narrative description that demonstrates how the project qualifies under the investment activity area criteria.

PLEASE NOTE: The score for projects with multiple scattered sites will be determined by a weighted average based on the percentage of the total number of units at the sites that qualify for the points compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.

SCORING CRITERIA

A. Place-Based Criteria

Possible
Points

Self Score

6. Affordable/Market Rent Differential

5

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All projects in locations where the average rents of comparable market-rate rental units, based on the Primary Market Area and the comparables described in the project market study, exceed the affordable 60% AMI rent limit by 20% or more will be eligible for 5 points. For these purposes, units will be considered comparable if they are the same type and number of bedrooms as the affordable units that are being proposed in the development. These points are only available to projects where all of the proposed units meet this criteria. *PLEASE NOTE: The score for projects with multiple scattered sites will be determined by a weighted average based on the percentage of the total number of units at the sites that qualify for the points compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.*

SCORING CRITERIA

A. Place-Based Criteria	Possible Points	Self Score
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7. Mixed Income Development

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NOTE: Applications should use the Exhibit 1 Unit Targeting Point Calculation Form to complete this section. Please note that a condominium structure may be allowable (as described below), but is not required under this point item.

In order to be eligible for points under Mixed Income Development, projects must be either:

- Creating new market rate units or preserving existing market rate units as part of the LIHTC project, owned by the LIHTC entity, or;
- Creating new market rate units or preserving existing market rate units as part of the same development plan and on a similar development timeline as the LIHTC units, but that will be owned by a separate ownership entity under a condominium structure.

Projects meeting the requirements of this section will be eligible for up to 6 points based on the scoring matrix below:

- Greater or equal to 10% of units at market rate = 2 points
- Greater or equal to 20% of units at market rate = 3 points
- Greater or equal to 30% of units at market rate = 5 points¹
- Greater or equal to 40% of units at market rate = 6 points¹

¹ 5 and 6 point levels only available for projects that receive points in the Affordable/Market Rent Differential points criteria in Section A.6. above.

Market rate units must be evenly distributed among bedroom types and buildings as is possible and appropriate based on the market demand and must not be age restricted. The Internal Revenue Code states that scattered site projects cannot include market rate units.

PLEASE NOTE: The score for projects with multiple scattered sites will be determined by a weighted average based on the percentage of the total number of units at the sites that qualify for the points compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.

SCORING CRITERIA

A. Place-Based Criteria	Possible Points	Self Score
<p>8. Historic Rehabilitation Projects</p> <p>Projects that are completing a certified rehabilitation that conforms with the Secretary of Interior's Standards for Rehabilitation of a certified historic property and is listed, either individually or as part of a district, on the National or State Historic Register; or that the State Historic Preservation Office expects to be listed on the National or State Historic Register.</p> <p><i>PLEASE NOTE: The score for projects with multiple scattered sites will be determined by a weighted average based on the percentage of the total number of units at the sites that qualify for the points compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.</i></p>	5	
<p>9. QAP Green Policy Points</p> <p>Transfer score from MSHDA Green Policy</p> <p>Link to Cert: Green Policy Certification</p>	10	

SCORING CRITERIA

B. Municipal Support

Possible Points	Self Score
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1. Tax Abatement

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A project application that submits evidence of local support in the form of tax abatement may receive 5 points. These points will also be available to existing projects for which tax abatement has previously been in place and the municipality has agreed to provide tax abatement going forward.

To receive points, the tax abatement must be in place and effective for longer than the 15-year compliance period and one of the following (depending on project location) must be submitted in accordance with MSHDA’s requirements:

- For projects located in a municipality with an area-wide ordinance: Submission of either 1) a copy of the area-wide tax abatement ordinance along with a qualifying project-specific resolution; or 2) a copy of the area-wide tax abatement ordinance accompanied by a letter from the municipality stating that the project is eligible for tax abatement and the terms under which the tax abatement will be granted.
- For projects located in a municipality where no area-wide ordinance exists: Submission of the appropriate project-specific tax abatement ordinance(s).

PLEASE NOTE: The score for projects with multiple scattered sites will be determined by a weighted average based on the percentage of the total number of units at the sites that qualify for the points compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.

2. Evidence of Proper Zoning

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Evidence from the municipality that the proposed site is already properly zoned for the intended use.

3. Evidence of Site Plan Approval

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Evidence from the municipality that the proposed site has received site plan approval. Please note that these points will be available for projects only upon submission of a letter from the municipality indicating that the relevant board or commission of the municipality has reviewed the proposal, including the level of rehabilitation work to be completed, the site, and that no further plan approvals or reviews are necessary, other than on the staff level.

SCORING CRITERIA

C. Development Characteristics	Possible Points	Self Score
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1. Accessible Community Space

5	0
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All projects will receive 5 points for providing accessible community space for use by tenants, including individuals with children. The accessible community space is envisioned as one room or contiguous space that may be used for activities such as dining, crafts, exercise, medical clinic, socializing, birthday parties, holiday gatherings, study areas and/or other activities for individuals with children, or any other activity or use that may benefit tenants; and does not include common space such as hallways, offices, lobbies, bathrooms, laundry rooms, etc. To receive points, the accessible community space must, at a minimum, be sized at 15 square feet (net usable floor space) per residential unit and must be located within a reasonable proximity to the proposed project, if the space is provided in a separate building. If an accessible community space being shared by multiple phases of the same project is proposed, it must meet the minimum square footage requirement for all of the units in all of the phases of the project that will share the accessible community space. Additionally, in the case of multiple phases, an easement agreement must be executed to allow the phases to have equal access to the accessible community space. An architectural drawing identifying square footage and showing a scale and dimensions of the accessible community space must be submitted for all accessible community space.

Total residential units*:

0

Minimum square footage (Units x 15):

Accessible community space provided:

0

Square Feet

*Including market-rate units, but excluding management units

Please Note: In the case of multiple scattered sites, if the accessible community space is not located within a reasonable proximity to all sites, the points under this section will be pro-rated based on the number of units that are located within a reasonable proximity to the accessible community space as compared to the total units in the project. No partial points will be awarded and points will be rounded down in the case that a project's weighted average score contains fractions of points.

2. Native American Housing

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A project that contains all of the following characteristics and meeting the following characteristics will be awarded 5 points.

- a. The proposed project is sponsored by a federally recognized tribe and within the jurisdiction and/or service area of that tribe or its Tribally Designated Housing Entity (TDHE).
- b. NAHASDA or other tribal funding is being leveraged within the proposed project to help finance the development costs and/or provide an ongoing operating subsidy.
- c. The project can show that it has high need in the area in which it is being proposed by providing a demonstrated waiting list for prospective tenants that is equal to at least 12 months long.

SCORING CRITERIA

C. Development Characteristics	Possible Points	Self Score		
<p>3. Low Income Targeting</p> <p>Projects that commit to restricting units to low-income tenants will receive points for depth and breadth of targeting. The lower rent targeting must be evenly distributed among bedroom types. Also, the market rate units must be as evenly distributed as possible among bedroom types and buildings.</p> <p>When assembling the low income targeting portion of the application, applicants should be aware of the following:</p> <ul style="list-style-type: none"> a. No points will be awarded for the use of MSHDA Project-Based Vouchers b. No more than 20% of a project’s total units may be targeted to units that are less than or equal to 30% AMI without PBRA c. No more than 50% of a project’s total units may be targeted and counted toward total points without PBRA d. PBRA does not include PSH-designated units that are anticipated to receive newly allocated Project Based Vouchers from MSHDA e. Projects using an owner established sinking fund for rental assistance (e.g. rental subsidy reserve) will not be eligible to receive points under the project-based rental assistance portion of the scoring <p>Points will be awarded using the Unit Targeting Point Calculation Form (“Targeting Form”) attached as Exhibit 1 and 2 to this Scoring Criteria.</p> <p><i>Note: To receive points for units with project-based subsidy, applicants must submit evidence of project-based rent subsidy and commit to renewing the subsidy through the end of the extended use period. Due to federal regulatory restrictions, project-based vouchers allocated by MSHDA do not qualify for points under this section.</i></p>	<table border="1"> <tr> <td align="center">20</td> <td align="center">#DIV/0!</td> </tr> </table>	20	#DIV/0!	
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SCORING CRITERIA

C. Development Characteristics

Possible Points	Self Score
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4. Affordability Commitment

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Projects that agree to commit to an extended use period longer than 15 years (i.e., beyond the minimum total commitment of 15 years compliance plus 15 years extended use = 30 years) will receive 0.34 points for each additional year, up to a maximum of 5 points. Fractional points will be rounded down. Thus, a project committing to a total affordability period of 45 years would earn the maximum 5 points.

Compliance Period	15 Years
plus: IRS Required "Extended Use Period"	15 Years
plus: Additionally Committed Years	Years
equals: Total Affordability Commitment	30 Years

5. Tenant Ownership

1	
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Projects that agree to offer 100% of the housing tax credit units for sale to tenants in such units at the end of the initial 15-year compliance period will receive 1 point. To qualify for the points, the owner must provide a detailed tenant ownership plan that complies with the Internal Revenue Code and is acceptable to the Authority. The plan must describe the terms of the right of first refusal given to the tenants, including the means of exercising the right of first refusal, the determination of the sale price for each unit, and any continuing use or deed restrictions that will be imposed on the units by the seller following any such transfer. NOTE: Elderly projects and/or projects that are utilizing project-based rental assistance are not eligible for these points.

SCORING CRITERIA

C. Development Characteristics	Possible Points	Self Score
<p>6. Visitable Units</p> <p>Projects that incorporate “visitability” design features into all units with first floor living space or access to units by elevator will receive points. The following design features are required to receive points:</p> <ul style="list-style-type: none"> a. No step entry b. Barrier free parking - with ramps as needed c. Barrier free entry door d. Barrier free 1/2 bath on first floor e. Electrical switches at reachable heights f. Accessible route through the first floor living space 	3	
<p>7. Barrier Free Units</p> <p>Projects that commit to building 10% of the units within the development according to barrier free or fully adaptable to barrier free standards will receive points.</p>	3	

SCORING CRITERIA

D. Development Team Characteristics	Possible Points	Self Score
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1. Previous Experience of GP/Member

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Previous successful participation of the General Partner/Member of the proposed development will be measured based on the criteria below. The first tier of the metric awards points for previous successful experience with a variety of the most common resources used to produce affordable rental housing. The second tier of the metric awards points for previous successful experience specifically with the LIHTC program. Applicants should first determine how many points they qualify for under the first tier and then determine how many points they qualify for under the second tier to arrive at their total score, which is the sum of the points under Tier 1 and Tier 2. A maximum of 10 points will be available under this section.

a) Only rental projects that have been owned and operated by the Applicant and that have been placed in service for a minimum of three years will count for points. For purposes of this scoring criterion, this three-year timeframe starts from the placed in service date or date of ownership, whichever is later, until present or until ownership ceased, whichever is shorter. For developments to count towards these points, they must have been placed in service within the last 15 years - anything beyond 15 years cannot be included.

b) All non-LIHTC projects must have a minimum of twelve units (LIHTC projects can be any size) to be considered and multiple projects cannot be combined to achieve this number. An Authorization for Release of Information (found in the Addendum I) must be completed for all out-of-state LIHTC projects listed.

c) Any projects where the owner has materially defaulted on any obligation (including but not limited to project foreclosure, filing a bankruptcy petition, or providing a deed in lieu of foreclosure) or has any uncorrected 8823s that have been outstanding for longer than six months cannot be counted towards these points.

d) To receive consideration for previous participation, the applicant must fully complete the GP/Member Experience Form **and certify** that the projects for which it is requesting points have maintained a positive operating cash flow from typical residential income alone and have funded reserves in accordance with the partnership or operating agreement and any applicable loan documents for the year in which each development's last financial statement has been prepared ("successful properties"). If a particular project has not maintained positive operating cash flow as outlined above, but the GP/Member has been advancing funds to keep the project operating financially and physically maintained, additional documentation to evidence this may be submitted for consideration in awarding points for that property. In addition, for projects that were originally structured to operate with negative operating cash flow from typical residential income but were structured with sufficient capitalized reserves to mitigate the negative operations, additional documentation may be submitted to evidence this for consideration in awarding points. To receive consideration for projects previously owned by the proposed general partner or member which it no longer owns, a similar certification may be submitted with respect to the last full year of ownership by the proposed general partner along with verification of the number of years that the project was owned by that general partner. In order to receive points under this criteria, the Applicant must complete and execute the General Partner/Member Experience Certification found in Addendum I.

SCORING CRITERIA

D. Development Team Characteristics

Possible
Points

Self Score

Previous Experience of GP/Member (continued)

In the case of projects where there will be multiple general partners or members as part of the ownership structure, applicants should note the following requirements (in addition to the above criteria):

- a) In order for a partner/member's previous experience to be considered for points, the partner/member must be a guarantor for the LIHTC equity investment **and** construction financing that is needed to complete the proposed project. To demonstrate who will be providing the guarantees, the documentation provided from the proposed equity investor and construction lender as part of the application submission must clearly identify the proposed guarantor(s).
- b) Any GP/Member receiving points must remain a part of the ownership entity for the 15-year Compliance Period, at a minimum.
- c) Points will be awarded based on the GP/Member with the greatest amount of experience (provided the entity is also a guarantor) as determined below (the individual experience of two or more co-GP/Managing Members will not be added together to get the total points).
- d) An agreement between each of the entities must be provided, specifically calling out, at a minimum, the roles and responsibilities of each partner or entity, the length of time each partner/member will remain a part of the ownership entity, as well as the amount of developer fee each will receive. Additionally, the agreement should specifically include language that allows MSHDA the right to approve any changes to the ownership entity of the project.

TIER 1:

Successful projects that have funding sources that meet the following requirements (in addition to the requirements above) will be counted towards points in Tier 1:

- 1. The sources require the targeting of lower income and rent levels than market rate financing and have the applicable restrictions placed on the property.
- 2. Minimum 15-Year compliance period, which includes monitoring and reporting requirements.
- 3. Programs can include: LIHTC, HOME, NSP, HUD 811, HUD 202, CDBG, FHLB, USDA RD, 1602 Funds, TCAP (these are given as examples of programs that would qualify. Applicants with questions about whether a program not listed above would qualify should contact MSHDA)
- 4. Please note that LIHTC Projects can count towards points in both Tier 1 and Tier 2.

Successful Affordable Projects	Points
1-4 projects	1
5+ projects	2

TIER 2:

Successful LIHTC projects that meet the requirements outlined in this section will be counted towards points in Tier 2:

Successful LIHTC Projects	Points
1-4 projects	3
5-8 projects	5
9 or more projects	8

TOTAL SCORE:

TIER 1 SCORE:	
TIER 2 SCORE:	
TOTAL SCORE:	0

SCORING CRITERIA

D. Development Team Characteristics

Possible Points	Self Score
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2. Previous Experience of Management Agent

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Previous **successful** participation by a management agent in managing low-income housing tax credit projects, with at least three years of experience. Points will be awarded only if the date in which management began such project(s) is included in the application, and will be based on years managed. Applicants should note that any projects that have uncorrected 8823s that have been outstanding for longer than 6 months cannot be counted towards these points.

In the case of projects where there will be multiple Management Agents, applicants should note the following requirements (in addition to the above criteria):

- a) It is intended that any Management Agent receiving points (or another Management Agent with equivalent capacity and experience) will remain a part of the property management team for the 15-year Compliance Period, at a minimum. If, at any time, the Management Agent receiving points ceases to be the Management Agent at the property, MSHDA reserves the right to approve any replacement Management Agent.
- b) Points will be awarded based on the Management Agent with the greatest amount of experience as determined below (the individual experience of two or more Management Agents will not be added together to get the total points).
- c) An agreement between each of the entities must be provided, specifically calling out, at a minimum, the roles and responsibilities of each Management Agent, the length of time each Management Agent will remain as Management Agents for the property, as well as the amount of management fee each will receive. Additionally, the agreement should specifically include language that allows MSHDA the right to approve any replacement management agent.

(Applicants must complete the Management Experience form outlining previous experience in order to receive points under this section. Failure to accurately complete this form will result in the loss of these points.)

Number of Projects	Project Size, Years Managed	Total Properties
1-4 Projects	≥ 12 units, ≥ 3 years	2 Points
5-8 Projects	≥ 12 units, ≥ 3 years	5 Points
9-11 Projects	≥ 12 units, ≥ 3 years	8 Points
12+ Projects	≥ 12 units, ≥ 3 years	10 Points

SCORING CRITERIA

D. Development Team Characteristics

Possible Points	Self Score
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3. Nonprofit Ownership Participation

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Projects seeking Nonprofit Ownership Participation points must submit a narrative that demonstrates the nonprofit's significant involvement (e.g. housing and/or other activities beyond just the housing development that is being proposed) in the community in which the proposed project will be located. The applicant must also demonstrate the specific areas in which the nonprofit's proposed participation will contribute to the development, ongoing operations, or service aspects of the project. In addition to the above, all of the criteria required in the nonprofit participation tab of the exhibit checklist must be submitted and the nonprofit must meet all of the criteria outlined below to receive points:

- 1 Nonprofit entity must be a qualified nonprofit under Section 501(c)(3) of (4) of the IRS Code.
- 2 Nonprofit entity must materially participate, as defined under federal law, in the acquisition, development, ownership, and ongoing operations of the property for the entire compliance period.
- 3 Nonprofit entity must have as one of its exempt purposes the fostering of low-income housing.
- 4 The nonprofit must not be affiliated with or controlled by any for-profit organization. (See IRC Section 42(h)(5)). No individuals or entities involved with or related to any potential for-profit participant in the development may be involved with or related to the creation or management of the nonprofit. MSHDA reserves the right to make a determination that the nonprofit owner is no affiliated with or controlled by a for-profit entity (other than a qualified corporation).
- 5 Nonprofit entity must be a managing member or general partner of the ownership entity.
- 6 The qualified nonprofit entity must have a greater than 50% general partner/managing member interest in the proposed project.
- 7 The qualified nonprofit entity must have a concomitant interest in the developer fee (both the cash paid and deferred portions).

Nonprofit Name

Ownership Percentage

SCORING CRITERIA

D. Development Team Characteristics	Possible Points	Self Score
<p>4. Temporary Point Reduction</p> <p>At it's discretion, MSHDA will reduce a project's score if the applicant, or any related party failed to meet program or MSHDA requirements on a prior project. These points will be assessed and evaluated on a round-by-round basis, and applicants will be notified when a situation necessitating the assessment of these points occurs. When assessed, these negative points will apply to all projects submitted for a period of two funding rounds.</p> <p>Some examples that could result in this reduction of points include, but are not limited to the following:</p> <ul style="list-style-type: none"> a. Failure to follow through with representations made at the time of application on previous projects where points were awarded that resulted in the project being funded. b. Poor response or slow response in providing follow-up documentation or clarification requests made by MSHDA staff. c. Failure to meet one or multiple deadlines on previous developments. d. Failure to submit progress reports by the required deadline. 	-5	
<p>5. Increase In Total Development Costs</p> <p>As outlined in Section XII of the QAP, projects will be reviewed prior to closing to determine if project costs have exceeded costs that were submitted at the time of initial application. In the event that the updated total development costs have exceeded the total development costs submitted in the initial application by more than 5%, MSHDA will reduce the applicant(s) points on any application submissions for the next two consecutive funding rounds after the negative points are assessed. If the MSHDA review described above determines that an applicant would receive a point reduction in future rounds, the applicant will have the ability to return the credit award without being assessed negative points. Alternatively, the applicant may choose to proceed with the transaction, but in doing so, will agree to the point reduction described above.</p> <p>MSHDA will also review the final, cost-certified total development costs as part of the Final Evaluation described in Section XIV of the QAP. If, at that time, the MSHDA review determines that the final total development costs have exceeded the total development costs submitted in the initial application by more than 5%, MSHDA will reduce the applicant(s) points on any application submissions for the next two consecutive funding rounds following the determination to assess negative points.</p>	-10	

SCORING CRITERIA

D. Development Team Characteristics	Possible Points	Self Score
<p>6. Poor Previous Participation of Applicant</p> <p>Poor previous participation on the part of the applicant, or any related party will be penalized in the form of negative points. This includes, but is not limited to, failure to utilize a commitment or allocation of credit, failure to meet requirements necessary to obtain a carryover allocation after notification has been provided to the authority that the requirements would be met, inability to complete a previous project within three years of first submission, regulatory or mortgage defaults, foreclosure or granting of a deed in lieu of foreclosure, failure to submit annual LIHTC owner's certifications or any other compliance monitoring documentation in a timely manner (including but not limited to owner responses to file audits and/or physical inspections), removal under the limited partnership agreement or operating agreement for a housing development, current outstanding HUD 2530 violations, current outstanding program compliance violations for LIHTC (Uncorrected 8823), RHS, HOME, or other federally funded rental properties or serious and repeated violation of program requirements as determined by the authority.</p> <p>Applicants are strongly encouraged to check with MSHDA's asset management and LIHTC compliance unit well in advance of the funding round deadline if they (or other members of the development team) would like to know if they have any outstanding issues (as listed above) which could lead to a potential negative point assessment in a LIHTC funding round. If choosing to utilize this option, development team members should contact MSHDA to confirm whether they have any outstanding issues at least 1 month prior to the funding round deadline to ensure that (1) MSHDA has sufficient time to review past records and (2) so development team members have time to correct outstanding issues prior to the submittal of a LIHTC application.</p> <p><i>If these points are assessed, points for successful previous experience in Section D.1. will not be given. Negative points will be imposed on applicants for three years following the instance of poor participation. Entities voluntarily returning an allocation of LIHTC will not be subject to the receipt of these points.</i></p>	-20	
<p>7. Poor Previous Participation of Management Agent</p> <p>Poor previous participation on the part of the management agent will be penalized in the form of negative points. This may include, but is not limited to, failure to submit correct information in a timely manner on monitoring reports (annual LIHTC owner's certifications, responses to file audits and/or physical inspections, etc.), failure to verify and/or calculate tenant income and rents in accordance with federal regulations, current outstanding HUD 2530 violations, current outstanding program compliance violations for LIHTC (Uncorrected 8823), RHS, HOME, or other federally funded rental properties, or serious and repeated violation of program requirements as determined by the authority.</p> <p>Applicants are strongly encouraged to check with MSHDA's asset management and LIHTC compliance unit well in advance of the funding round deadline if they (or other members of the development team) would like to know if they have any outstanding issues (as listed above) which could lead to a potential negative point assessment in a LIHTC funding round. If choosing to utilize this option, development team members should contact MSHDA to confirm whether they have any outstanding issues at least 1 month prior to the funding round deadline to ensure that (1) MSHDA has sufficient time to review past records and (2) so development team members have time to correct outstanding issues prior to the submittal of a LIHTC application.</p> <p><i>If these points are assessed, points for successful previous experience in Section D.2. will not be given. Negative points will be imposed on the management agent for three years following the instance of poor participation.</i></p>	-20	

SCORING CRITERIA

E. Development Financing	Possible Points	Self Score
<p>1. Rehab-Only Preservation</p> <p>Preservation developments that are able to be completed without the use of acquisition credit or eligible basis that is attributable to acquisition costs.</p>	5	
<p>2. Replacement/Redevelopment of Public Housing</p> <p>Project involves the replacement or redevelopment of public housing units.</p>	5	
<p>3. RHS Section 515 Developments</p> <p>Projects that involve the rehabilitation of an existing RHS 515 property will receive points</p>	5	
<p>4. Project-Based Tenant Subsidies</p> <p>Projects will be awarded 5 points for either 1) obtaining a new project-based tenant subsidy contract (other than MSHDA PBV) or 2) preserving existing project-based tenant subsidies for the length of the existing rental subsidy compliance period and committing to renew the contract to the extent available.</p> <p>To be eligible for these points, a development must have project-based tenant subsidies on the greater of 5 units or 15% of the total units in the development. The project-based tenant subsidies must be available to the project for, at a minimum, the length of the 15-year LIHTC compliance period. Owner established sinking funds will not be eligible to count for points in this section.</p> <p>NOTE: Section 811 Rental Assistance will count for points as Project-Based Tenant Subsidies under this section. Please see the MSHDA website for more information pertaining to this opportunity.</p>	5	

SCORING CRITERIA

F. Permanent Supportive Housing Developments

Possible Points	Self Score
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Permanent supportive housing projects which meet all of the requirements of Addendum III, including all threshold criteria, are eligible for the points listed below. Applicants should note that MSHDA will not take into consideration any points for permanent supportive housing awarded in this Section F. of the LIHTC scoring criteria when awarding credit from the undesignated category.

1. Supportive Service Coordination

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To receive points, projects must provide on-site services as follows:

- Projects with 25 or fewer PSH units = 16 total hours per week **6 Points**
- Projects with 26 - 50 PSH units = 32 total hours per week **6 Points**
- Projects with 51 - 75 PSH units = 48 total hours per week **6 Points**
- Projects exceeding 75 units must have 48 hours of case management with 16 hours of staffing for every 25 additional units. For example: 150 units / 25 = 6 x 16 hrs = 96 hours of staffing per week. **6 Points**

In Addendum III, applicants must describe how the project will meet the supportive service needs of the targeted tenants. Include how many hours of on-site services will be provided and include documentation in the Addendum III submission of a funding commitment from the agency(s) that will provide staff for these services. The funding commitment must be detailed in a letter signed by the executive director of the agency providing the services. The services cannot be funded through the operations of the development.

SCORING CRITERIA

F. Permanent Supportive Housing Developments

Possible Points	Self Score
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2. Service Funding Commitments

5	
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Projects employing other sources of federal, state and/or private financing or contributions for services will receive additional points for the sources of financing listed below. Firm commitment letters must be provided to receive points and must indicate the funding is to be used for the development.

- a. Permanent Supportive Housing programs funded through the **Continuum of Care**. **1 Point**

- b. **Capital Contribution** targeted for supportive services from developer fee (\$2,000 per supportive housing unit). **1 Point**
Example: 20 PSH units x \$2,000 each = \$40,000.

- c. **Private/Foundation** - minimum of \$2,000 per supportive housing unit must be committed. **1 Point**
Example: 20 PSH units x \$2,000 each = \$40,000
NOTE: To be eligible for points, Private/Foundation funding must be from an organization that is unrelated to the development team and does not include LIHTC equity.

- d. **Other State Agencies** - minimum of \$2,000 per supportive housing unit must be committed. **1 Point**
Example: 20 PSH units x \$2,000 = \$40,000

- e. **Federal Funding** for supportive housing programs such as the HUD 811 Program, Veteran Housing programs NAHASDA or other Special HUD funded program targeted for special needs or homeless populations. **1 Point**

SCORING CRITERIA

F. Permanent Supportive Housing Developments

Possible Points	Self Score
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3. Targeted Supportive Housing Populations

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Projects that have demonstrated in their Supportive Service Plan to serve the supportive housing populations most in need as outlined below and in a location that has a documented need will receive additional points:

- Homeless Frequent Emergency Department Users with Care Needs. **5 Points**

A minimum of 30% of the supportive housing units must be set aside to receive points.

MSHDA is currently working diligently on the process that will be used to implement this criteria and it is anticipated that this information will be finalized and available well before the October 2016 funding round to allow applicants enough time to determine whether this is something that would work in their project. Based on the analysis that has been done, it is anticipated that these points will be available to projects in many counties, particularly those counties having larger homelessness counts. Those counties having lower amounts of homelessness are less likely to qualify. Applicants are encouraged to contact MSHDA staff to gain a better understanding of this criteria and to determine whether their proposed project is located in an area that would have a high likelihood of qualifying for these points.

If units will be targeted toward Homeless Frequent Emergency Department Users for points, the targeted population must be included in the tenant selection plan. There must be a commitment from a service agency for this specific population. In addition, the screening tools and prioritization for the referrals must be clearly outlined in the tenant selection plan. A preferred waiting list will be established and these units must be occupied by tenants that meet the established criteria.

4. Developing in a High Need Area

6	
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Projects will be awarded points under one of the items below based on the number of homeless persons in the county in which the project(s) will be located. Please provide the county's most recent annual literally homeless (category 1) count.

- a. 500 - 1499 literally homeless people in the county **2 Points**
- b. 1500 - 2999 literally homeless people in the county **4 Points**
- c. 3000+ literally homeless people in the county **6 Points**

SCORING CRITERIA

F. Permanent Supportive Housing Developments

Possible Points	Self Score
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5. Experienced Supportive Housing Development Team

9	
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Points will be awarded to a development team that has experience with supportive housing. Experience can be included for LIHTC PSH units or HUD funded PSH units through programs such as HUD 811 or HUD PSH programs through the Continuum of Care.

- a. General Partner/Member owns and operates 50 or more supportive housing. **3 Points**
- b. Management Agent has experience managing 50 or more units of supportive housing. **3 Points**
- c. Lead Agency has experience providing services for 50 or more units of permanent supportive housing. **3 Points**

In Addendum III, please list the name of the development(s) and the total number of supportive housing units or attach a separate sheet with this information.

6. Successful PSH Outcomes

6	
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For owners, management agents, and lead agencies who earn points for their experience under F.5 – Experienced Supportive Housing Development Team, additional points will be awarded if the applicants can clearly demonstrate their successful outcomes. Projects are eligible for up to six points (two points each for the general partner/member, management agent, and lead agency). If any member of the development team does not receive points for F.5, they are not eligible for Successful PSH Outcomes points.

Successful outcomes are defined as the percentage of PSH tenants that remained housed for at least 12 months. Points will be awarded for team members who can demonstrate 85% or more of the PSH tenants remained housed for at least 12 months over the last three years. A report will be required to be submitted that shows the annual move-ins and move-outs to demonstrate this.

- a. Owner - General Partner/Member **2 Points**
- b. Management Agent **2 Points**
- c. Lead Agency **2 Points**

SCORING CRITERIA

G. Cost Reasonableness & Credit Efficiency - (Mandatory for All Projects)

Possible Points Self Score

1. Cost Reasonableness

5 0

Projects will be assessed points for cost reasonableness based on their total development cost per-square-foot using the criteria below. Evaluations will be conducted based on the type of project being proposed and will be compared to average cost data for the previous five years that has been inflated to account for yearly cost increases. Commercial space that is not part of the housing project or is to be owned under a separate legal entity and whose costs are not included in the project total development costs is not allowed to be included in the total project square footage. Additionally, square footage of the following is not includable in the cost reasonableness calculation: basements, garages, carports, parking lots, parking structures, sidewalks or other similar items. Within each building-type, projects will be scored as follows:

- Projects whose total development cost per-square-foot is within the “safe harbor” identified will receive 0 points. The "safe harbor" is calculated using an amount that is 2.5% above and 2.5% below the cost average for each building-type.
- Projects whose total development cost per-square-foot is below the “safe harbor” will receive up to 5 points.
- Projects whose total development cost per-square-foot is above the “safe harbor” will receive up to 5 negative points.
- The data used to determine the safe harbors and point factors for projects in this point section will be subject to updates as new data and inflation factors become available to bring the cost data current.
- If a project is made up of a combination of building types, the applicable square footage and total development costs for each building type should be entered separately below. Each building type within the project will receive its own applicable points. The weighted average of those points will be used for the project's score, with a maximum score of 5 points.

To determine the number of points a project qualifies for, applicants can use the information below. Please fill in the yellow boxes.

Total Square Footage:

Total New Construction Square Footage:	
Total Preservation/Existing Development Square Footage:	
Total Vacant Uninhabitable Rehab or Adaptive/Reuse Square Footage:	
Total Square Footage:	-

Total Development Costs (TDC):

New Construction TDC:	
Preservation/Existing Development TDC:	
Vacant Uninhabitable Rehab or Adaptive/Reuse:	
Total Development Costs:	\$ -

TDC Per Square Foot:

New Construction:	
Preservation/Existing Development:	
Vacant Uninhabitable Rehab or Adaptive/Reuse:	

	Safe Harbor Min	Safe Harbor Max	Positive Point Factor per \$\$ below safe harbor:	Negative Point Factor per \$\$ above safe harbor:	Possible Points for project type	Weighted Average points (if multiple project types)
New Construction:	\$187.72	\$197.35	0.10	-0.20		
Preservation/Existing Development:	\$127.63	\$134.18	0.14	-0.28		
Vacant Uninhabitable Rehab or Adaptive/Reuse:	\$196.66	\$206.74	0.08	-0.16		
Total Points					0	0

2. Credit Efficiency

5	0
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Projects will be assessed points for credit efficiency based on the eligible tax credit amount per LIHTC unit using the criteria below. Evaluations will be conducted based on the type of project being proposed and will be compared to average credit per unit data for the previous five years that has been inflated to account for yearly cost increases. Within each building-type, projects will be scored as follows:

- Projects whose credit per unit is within the “safe harbor” identified will receive 0 points. The "safe harbor" is calculated using an amount that is 2.5% above and 2.5% below the cost average for each project-type.
- Projects whose credit per unit is below the “safe harbor” will receive up to 5 additional points.
- Projects whose credit per unit is above the “safe harbor” will receive up to 5 negative points.
- The data used to determine the safe harbors and point factors for projects in this point section will be subject to updates as new data and inflation factors become available to bring the cost data current.
- If a project is made up of a combination of building types, the applicable number of LIHTC units and amount of applicable credit should be entered separately below. Each building type within the project will receive its own applicable points. The weighted average of those points will be used for the project score, with a maximum of 5 points.

To determine the number of points a project qualifies for, applicants can use the information below. Please fill in the yellow boxes.

Total LIHTC Units:

Total New Construction LIHTC Units:

Total Preservation/Existing Development LIHTC Units:

Total Vacant Uninhabitable Rehab or Adaptive/Reuse LIHTC Units:

Total LIHTC Units:

Total Credit:

Total New Construction Credit:

Total Preservation/Existing Development Credit:

Total Vacant Uninhabitable Rehab or Adaptive/Reuse Credit:

Total Credit:

Total Credit per LIHTC Unit:

New Construction:

Preservation/Existing Development:

Vacant Uninhabitable Rehab or Adaptive/Reuse:

	Safe Harbor Min	Safe Harbor Max	Positive Point Factor per \$\$ below safe harbor:	Negative Point Factor per \$\$ above safe harbor:	Possible Points for project type	Weighted Average points (if multiple project types)
New Construction:	\$21,272.28	\$22,363.17	0.0008	-0.0008		
Preservation/Existing Development:	\$8,422.80	\$8,854.74	0.002	-0.002		
Vacant Uninhabitable Rehab or Adaptive/Reuse:	\$25,702.28	\$27,020.34	0.0004	-0.0004		
	Total Points				0	0

MAXIMUM TOTAL DEVELOPMENT COST PER UNIT EVALUATION:

Fill in all boxes highlighted in Yellow above and below

Total Number of LIHTC Units	-
Total Number of Market Rate Units	
Project Within TDC/Unit Limit?	#DIV/o!

QUICK REFERENCE SHEET			
		Possible Points	Self Score
A. Place-Based Criteria			
1.	Proximity to Transportation	5	0
2.	Site Amenities	20	0
3.	Central Cities Developments	10	0
4.	Developments near an Employment Center	5	0
5.	Neighborhood Investment Activity Areas	10	0
6.	Affordable/Market Rent Differential	5	5
7.	Mixed Income Development	6	#DIV/o!
8.	Historic Rehabilitation Projects	5	0
9.	QAP Green Policy	10	0
Section Total:		76	#DIV/o!
B. Municipal Support			
1.	Tax Abatement	5	0
2.	Proper Zoning	5	0
3.	Site Plan Approval	5	0
Section Total:		15	0
C. Development Characteristics			
1.	Accessible Community Space	5	0
2.	Native American Housing	5	0
3.	Low Income Targeting	20	#DIV/o!
4.	Affordability Commitment	5	0
5.	Tenant Ownership	1	0
6.	Visitable Units	3	0
7.	Barrier-Free/Fully-Adaptable-to-Barrier-Free Units	3	0
Section Total:		42	#DIV/o!
D. Development Team Characteristics			
1.	Previous Experience of Owner/Member	10	0
2.	Previous Experience of Management Agent	10	0
3.	Nonprofit Ownership Participation	2	0
4.	Temporary Point Reduction	-5	0
5.	Increase In Total Development Costs	-10	0
6.	Poor Previous Participation of Applicant	-20	0
7.	Poor Previous Participation of Management Agent	-20	0
Section Total:		22	0
E. Development Financing			
1.	Rehab Only Preservation	5	0
2.	Replacement/Redevelopment of Public Housing	5	0
3.	RHS Section 515 Property	5	0
4.	Project-Based Tenant Subsidies	5	0
Section Total:		20	0
F. Permanent Supportive Housing Developments			
1.	Supportive Service Coordination	6	0
2.	Service Funding Commitments	5	0
3.	Targeted Supportive Housing Populations	5	0
4.	Developing in a High Need Area	6	0
5.	Experienced Supportive Housing Development Team	9	0
6.	Successful PSH Outcomes	6	0
Section Total:		37	0
G. Cost Reasonableness			
1.	Cost Reasonableness	5	0
2.	Credit Efficiency	5	0
Section Total:		10	0
GRAND TOTAL:			#DIV/o!

Ex. 1 UNIT TARGETING POINT CALCULATION FORM

Please only enter data in the highlighted cells.

Project Information Entry

= Indicates input required by Applicant

Type of Project:	
Minimum Set-Aside Election:	
Target Population:	
Total Units in the Development:	
Total Market Rate Units:	
Will the Market Rate Units be owned by a separate legal entity?:	
Total PSH units in the Development:	
Total PBRA units in the Development:	

MIXED INCOME DEVELOPMENT (Market-Rate Units)

Projects can score points under this section based on the grid below:

- Greater or equal to 10% of units at market rate = 2 points
- Greater or equal to 20% of units at market rate = 3 points
- Greater or equal to 30% of units at market rate = 5 points¹
- Greater or equal to 40% of units at market rate = 6 points¹

¹ 5 and 6 point levels only available for projects in areas where the market rate rents exceed the affordable 60% AMI rents by 20% or more.

Number of market-rate units:	0
Total residential units:*	0
Percentage of market-rate units:	#DIV/o!

* Including market rate units, but excluding management units.

Points

Mixed Income Development Points:

#DIV/o!

Low Income Targeting for PSH units and/or non-PSH units with PBRA

Total Percentage of PSH units and/or non-PSH units with PBRA:	#DIV/o!
Total Points from PSH units and or non-PSH units with PBRA:	#DIV/o!

Points

#DIV/o!

Low Income Targeting for Unassisted (LIHTC-Only) Units

MAX POINTS =		20		
Total Number of Unassisted Units allowed for Targeting:		0		
Total Percentage of Unassisted Units allowed for Targeting:		#DIV/o!		
Total Percentage of Units Allowed at 30% AMI:		#DIV/o!		
	# Units	% Units	x Factor	Points
30% AMI		#DIV/o!	70	#DIV/o!
40% AMI		#DIV/o!	40	#DIV/o!
50% AMI		#DIV/o!	10	#DIV/o!
Total targeted units:		#DIV/o!	Total Points:	#DIV/o!

#DIV/o!

Total Low Income Targeting Points:

#DIV/o!

Ex. 2 Low Income Targeting Restrictions in LURA

- o** units (**#DIV/o!**) will be rented to families whose income does not exceed 30% of area median gross income
- o** units (**#DIV/o!**) will be rented to families whose income does not exceed 40% of area median gross income
- o** units (**#DIV/o!**) will be rented to families whose income does not exceed 50% of area median gross income
- o** units (**#DIV/o!**) will be rented to families whose income does not exceed 60% of area median gross income
- o** Units (in addition to the 30% AMI units listed above) will be rented to tenants with special needs receiving substantial services as a result of a contract (or equivalent relationship) with a local service provider.
- o** Units will be targeting low income populations through the use of project based rental subsidy (excluding project based vouchers from MSHDA)
- o** units will be rented to tenants at market rate.