



New Mexico Low Income Housing Tax Credit 2023 Qualified Allocation Plan Training **Specific for 4% LIHTC/Bond Applications**

December 1, 2022

Tax Credit Timeline

1. Submit Letter of Intent 30 days in advance
2. Apply for credits
3. Receive a tax credit draft determination letter
4. Apply for bonds at the State Board of Finance
5. LIHTC Processing Fees Paid
6. Receive final determination letter.
7. Receive architectural approval for construction start
8. Complete project and place in service within two years of carryover
9. Record LURA
10. Project Lease-up: Qualify Tenants
11. Apply for 8609's
12. Begin claiming credits: PIS year or following year
13. Keep tax credit units in compliance

2022 9% Tax Credit Round

Of the 10 Applications submitted:

- \$10,403,899 in credits were requested
 - Ratio of requests to credit ceiling was 1.89:1
 - This ratio increased from 1.34:1 in 2020
- Average TDC per unit for new construction is \$249,930
- Up from \$203,206 in 2021 and \$202,888 in 2020
- Average project size decreased to 52.40 units compared to an average of 58.22 units in 2021 and 60.69 in 2020.

2022 9% Tax Credit Round

Background for competitive credits:

Six awards in 2022, Six awards in 2021

2022 Awarded Project Information:

- Projects sizes range from 20 to 70 units and award amounts range from \$749,825 to \$1,341,912
- A total of 70 affordable housing units will be rehabilitated and 215 new units will be constructed.
- All projects are serving housing priority populations
- All projects received points for non-profit or housing authority participation, locational efficiency, income levels of tenants, extended use period, leveraging resource, public housing authority marketing, and smoke-free properties
- No project received points under tenant ownership, historic property

The Most Successful Application
is for the project that you can
deliver and successfully operate
for the entire extended use
period!

Qualified Allocation Plan

- The QAP is the State of NM's plan for allocating its tax credits.
- It is prepared annually, consistent with IRC §42(m).
- Approval Process – Approved by Governor.

<http://www.housingnm.org/developers/lihtc/current-and-prior-tax-credit-rounds>

Don't forget about the FAQs as these are incorporated into the 2023 QAP by reference.

<http://www.housingnm.org/developers/lihtc/applications-faq>

Permanent Supportive Housing

- Must meet threshold requirements within the Households with Special Housing Needs Housing Priority and agree to provide voluntary Case Management Services to residents.
- All service coordination and budget requirements must be sufficient to provide proposed services to all PSH residents,
- PSH Units have no time limits on occupancy,
- PSH residents have the same rights and responsibilities as those occupying other low-income or market rate housing Units*,
- PSH residents must have individual leases with identical requirements and protections as other low-income or market rate residents,
- PSH Units must cover 25% or more of the total Unit count, and
- Vouchers or other Federal operating subsidy must be in place or secured for 75% or more of the PSH Units in the Project.
- Preliminary Service Plan **New in 2023!**

*All Projects will be required to submit a PSH Commitment to Quality checklist with the Application and annually following the award.

Threshold Requirements*

***All Applications* must meet each of the following and include all required materials:**

- Site Control
- Zoning
- Applicant Eligibility
- Financial Feasibility
- Fees
- Market Study
- Pre-Application Requirements

*see additional threshold requirements for 4% applications

Threshold: Site Control

- Fully executed purchase contract or option
- Written governmental commitment to transfer property by deed or lease
- Recorded deed or long-term lease

Transfer Commitment must:

- Provide an initial term* lasting until at least June 30, 2023;
- Be binding on seller through initial term; and
- Have names, legal description, and acquisition cost that match application.

*Initial term must not be conditioned upon any extensions requiring seller consent, additional payments or financing approval.

Threshold: Fees

All fees owed to MFA for all tax credit projects in which principal(s) participate must be current.

- 2023 Fees
- Application fee \$750 or \$1,500
- Deposit of \$12,000
- Processing fee* of 7.75%
- \$50/unit monitoring fee, due annually
- Income Averaging projects are not allowed due to Bond Requirements

*Applicable if a reservation or final determination is received

Threshold: Applicant Eligibility

All members of the development team of the proposed project must:

- Be in good standing with MFA and all other state and federal affordable housing agencies; and
- Sign an affidavit affirming no related party relationships or relationships are properly disclosed.

Threshold: Financial Feasibility

Applications must demonstrate, in MFA's reasonable judgment, the project's financial feasibility.

QAP Section IV.C.2, Section IV.D, and Section IV.E. summarize MFA's financial feasibility considerations.

Additional Underwriting Details in the Initial Application Underwriting Supplement.

Threshold: Market Study

Applications must contain a market study that meets the following criteria:

- Was completed by a vendor meeting the requirements agreed upon in the Market Study Professional Certification document
- Follows the methodologies identified in the Market Study Parameters
- Has been issued no earlier than 180 days prior to the Application submission
- The rent burden (rent plus utility allowance, if any) may not exceed 30% of gross income at each income strata proposed
- The overall Vacancy Rate for a Project must not exceed 10%

Cost Limits

Based on average per unit and per square footage cost of new construction and adaptive reuse projects submitted in the round.

Purchase price attributed to land; costs related to commercial space, reserves and bond costs of issuance are excluded.

Tax Credit award is based upon final underwriting eligible basis.

Threshold: Pre-Application

- MFA encourages all applicants for LIHTC to meet with staff prior to submission.
- Both 4% and 9% credit applicants must submit an “Intent to Submit a Tax Credit Application and Development Synopsis”

Threshold Requirement

Developer must choose one of the following housing priorities to serve in their development.

- Special housing needs
- Senior housing
- Households with Children

Developer must meet the minimum threshold requirements as listed for each priority population.

Special Needs Housing

Special Housing Needs 20% of the units reserved for special housing needs households and services provided (to be eligible at least 10% of units restricted at 30% AMI or permanent rental subsidy support)

- **Threshold:** Service Coordination Certification, at least 2 services + proposed budget
- MOU – who and how services delivered; update
- Related party service provider – expertise narrative

Senior Housing

Senior Housing

- 80% @ 55+ or 100% @ 62+ of total units reserved for Senior Housing..
- Design requirements – mandatory for threshold
- Senior Fair Housing Certification required (see 21d of application).

Households with Children

- At least 25% of the total units reserved for Households with Children.
- Services are not required
- Design requirements must be met

Households with Children

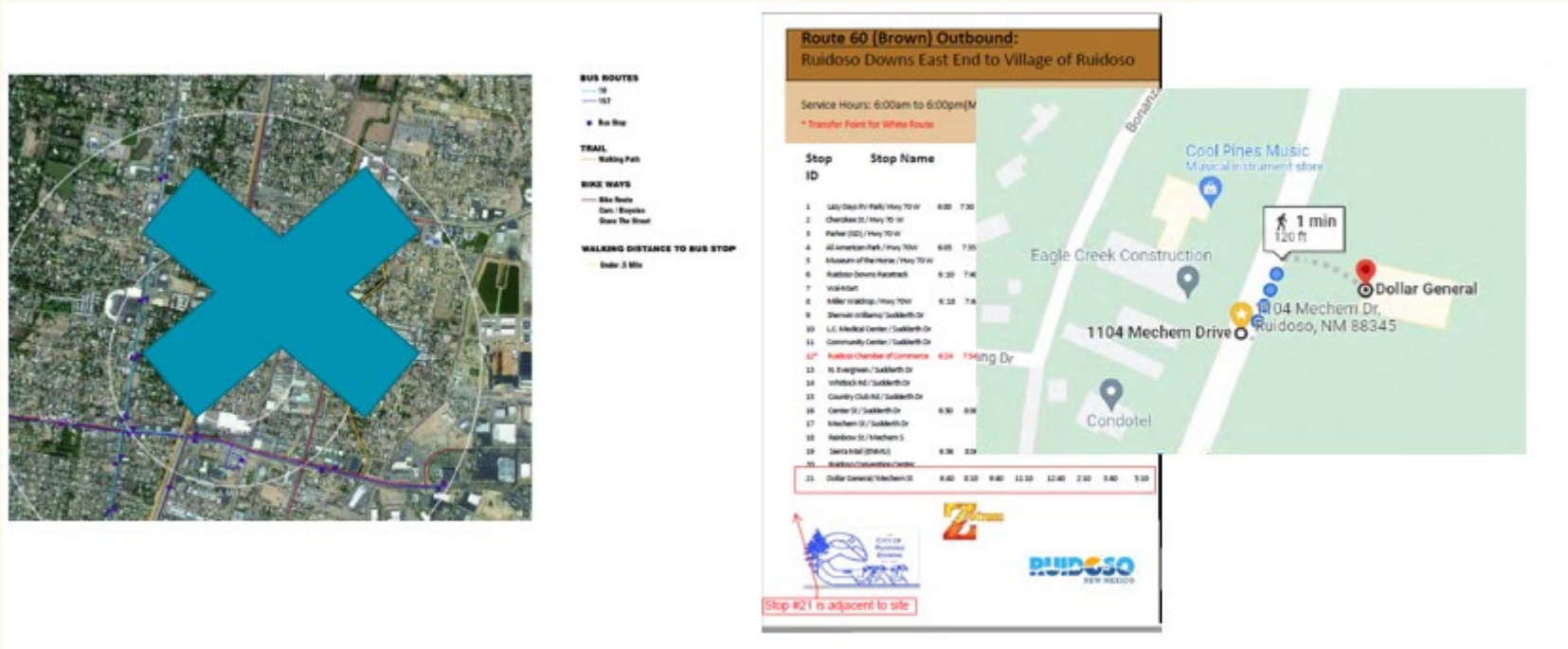
Households with Children – Unit Mix Calculations

Total Units	68
3/3+ bedrooms and 1.75 baths	10
2 bedrooms and 1.75 baths	50
3 bedroom % of total units	14.7%
2 bedroom % of total units	73.5%

“At least” = Round down, not up

Example of Map for Proximity to Fresh Produce

Threshold: 15-minute drive to facility with Fresh Produce



Market Units to Public Housing Authority

Threshold: Commitment to market units to public housing authority waiting lists Include letter to PHA or Indian Agency committing to market units to their waitlist

QCT/DDA

- Include documentation that the development is located in a QCT or DDA at initial application and 8609 application. Required for boost.

Non-Smoking Properties

Threshold: Non-Smoking Properties

Must commit to one of the following:

- Smoke Free at Home program:
 - Platinum certification (NC)
 - Gold certification (Rehab/Adaptive Reuse)

Veterans Preference

Threshold: Must include a veterans preference in the community Resident Selection Plan:

- Preference for active duty, honorably discharged or retired veterans.

Fresh Produce

Threshold: All 4% LIHTC/Bond projects – must be within 15-minute drive distance to fresh produce

Recap of Threshold Requirements for 4% Projects

- Serve a targeted population and meet the applicable threshold requirements for that targeting as described in Scoring Criteria 8-10 or meet the requirements for the Underserved Populations set-aside as described in Section III.D
- Platinum or Gold Smoke-Free at Home Certification
- 2022 Design Requirements (including HERS)
- Located within 15 minutes of facility with fresh produce
- Market study vacancy rate in PMA of less than 10%
- Market to local PHA
- Preference for veterans in resident selection criteria

Cost Certification

Certification by a CPA is required to certify compliance with the 10% test as defined in Section IV.G.8.a. Prior to the issuance of a LIHTC certification (IRS Form 8609), MFA will require two Cost Certifications to be prepared, one by an independent CPA and executed by both the CPA and Project Owner, and a second Cost Certification prepared and executed by the general contractor. The Cost Certification prepared and executed by the general contractor should reflect real costs to the general contractor, but those cost may not be reflected in the CPA-prepared Cost Certification if the project entered into a Maximum Guaranteed Price or Stipulated Sum Contract for example. In those cases, the owner-incurred costs should be reflected in the CPA-prepared document, regardless of the general contractor costs. The general contractor Cost Certification may not meet MFA cost requirements if a Maximum Guaranteed Price or Stipulated Sum Contract was utilized.

Cost Certification (Form A)

- MFA audit may be required
- Fully substantiate all line item balances
 - invoices, settlement statements, cancelled checks, lien release waivers
- Details how balance of each line is tabulated available
- Consistency between supporting documents and Form A

General Contractor's Cost Certification

- Not required for Stipulated Sum Contracts
- Not required for Maximum Guaranteed Price Contracts
- Actual costs incurred by the GC
- Fully completed
 - Vendor names
 - Relationship between parties
 - Invoices
 - Payroll Details
 - Cancelled Checks
 - Lien Release Waivers

Meet Mandatory Design Standards

MFA 2023 Mandatory Design Standards for Multifamily Housing Part A

The following Design Standards, including the MFA 2023 Submission Instructions for Preliminary Architectural Documentation for Multifamily Housing Applications, contained herein as Part B, represent the minimum requirements for New Mexico Mortgage Finance Authority (MFA) financed rental housing and are herewith incorporated by reference into MFA's 2023 Qualified Allocation Plan (QAP). Capitalized terms are defined either herein or in the QAP.

MFA values excellence in design because well designed housing meets the needs of tenants, attracts market tenants and promotes community acceptance of housing financed by MFA. All Projects shall meet or exceed each of these standards, as well as the minimum requirements of all applicable building codes (hereinafter referred to as "Code"), regulations, and local zoning ordinances. In addition, Projects shall meet Americans with Disabilities Act (ADA) and Fair Housing Act (FHA) requirements as applicable. Depending on the funding sources and other partners' requirements, the Project may also be subject to Uniform Federal Accessibility Standards (UFAS) requirements. Projects receiving HOME and/or HOME-ARP funding must meet the property standards of 24 CFR 92.251. Projects receiving National Housing Trust Funds must meet the property standards of 24 CFR 93.301 (f) (1) and (2). Projects receiving Coronavirus State and Local Fiscal Recovery Funds pursuant to the Final Rule published May 17, 2021, as amended, must meet the property standards of HOME and/or National Housing Trust Fund, as applicable. The development team is responsible to know and meet all accessibility requirements for their Project. MFA will not be reviewing submissions with the intent to identify compliance with these various laws, codes, and ordinances governing the design of the projects. Should we find a discrepancy in a design that does not meet a law, code, or ordinance, we will, as a courtesy, inform the designer of our findings. Our review does not constitute nor represent the project's compliance with all applicable laws, codes, or ordinances; and development team members may not rely on MFA or its agents for final determination. In light of the complexity of adherence to all various code requirements, some projects may require additional review. Each

Follow Universal Underwriting Supplement



MFA 2023 Universal Multifamily Initial Underwriting Supplement

This underwriting supplement outlines the standards that MFA will use when underwriting Initial Applications submitted for consideration for 2023 LIHTC and gap funding allocations. MFA underwrites Initial Applications for two purposes: 1) to determine the amount of credits that may be allocated to each proposed Project and 2) to determine the financial feasibility of each proposed Project. MFA will use the most conservative of the financing terms listed in: this underwriting supplement, the 2023 QAP (if applicable) and the proposed Project's Financing Commitment(s) or letters of interest.

General Guidelines

Awards

MFA will not award additional funding to any active new construction and/or acquisition rehabilitation projects after they have been placed in service, which is defined as receiving a Certificate of Occupancy for new construction or a Certificate of Substantial Completion for acquisition rehabilitation.

Construction Guidelines

Builder profit, overhead and general requirements

In Projects where an "identity of interest" (as defined in this section) is not present, builder profit may not exceed 6 percent of construction costs, builder overhead may not exceed 2 percent of construction costs and general requirements may not exceed 6 percent of construction costs. For purposes of these calculations, see definition of construction costs in the Glossary.

Where an identity of interest exists between or among the Developer/Project Owner, builder (i.e., the general contractor), design professionals and/or subcontractors, builder profit shall not exceed 4 percent of construction costs. An identity of interest means any relationship that is based on shared family or financial ties between or among the Developer/Project Owner, builder (general contractor), design professionals and/or subcontractors that would suggest that one entity may have control over or a financial interest in another.

Architect and Engineering Fees

The architects' fees, including design and supervision fees, and engineering fees, must be capped at 3.3 percent of Total Development Cost. Architects' fee and engineering fees shall be deducted from Total Development Cost when calculating this fee cap.

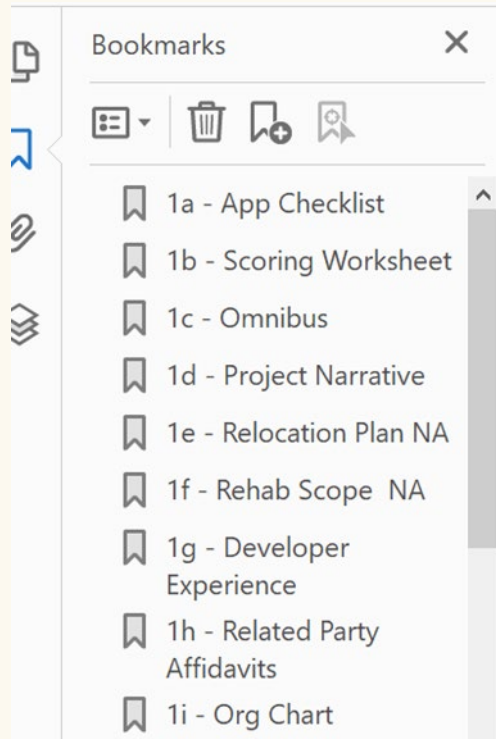
Application Review

Universal Rental Development Application

- LIHTC
- HOME
- NHTF
- NMHTF
- Risk Share
- NM State Tax Credits
- Primero
- Ventana Fund

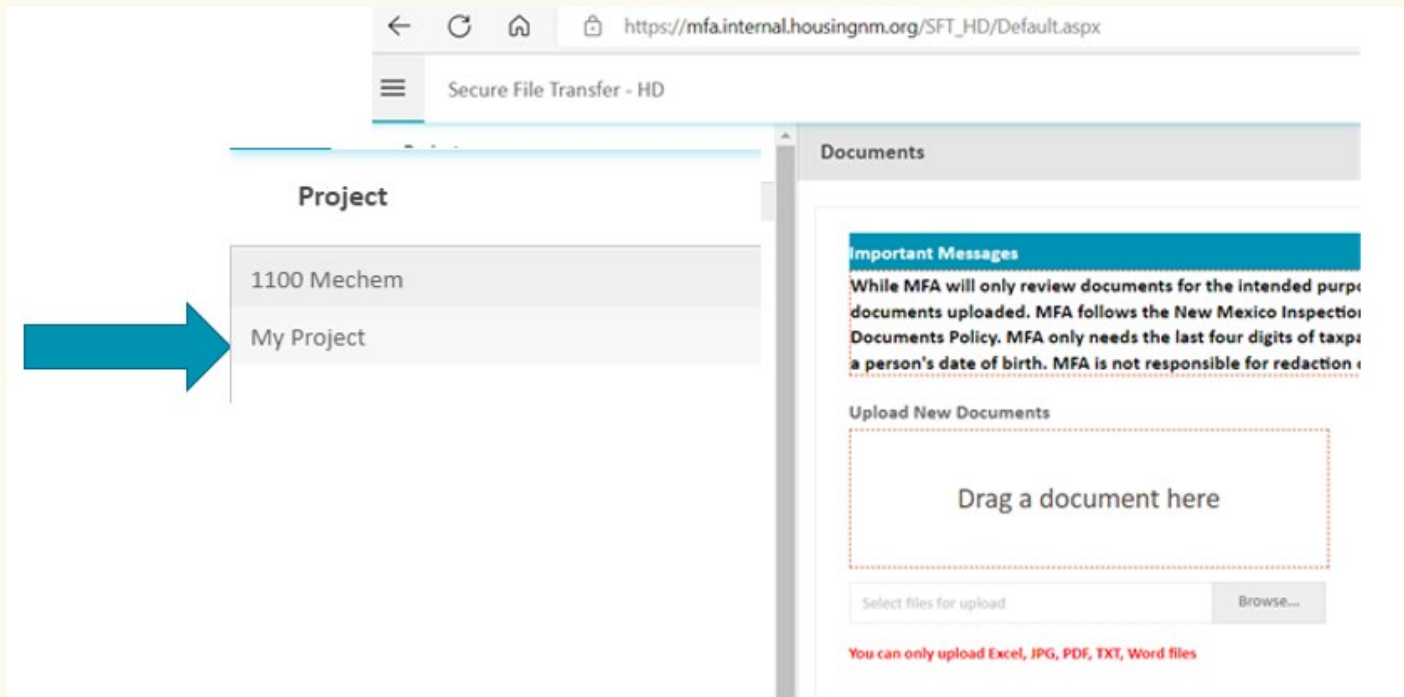
Submittal Format and Excel Spreadsheet

- One PDF file bookmarked with each applicable tab and named to match the Attachments Checklist with Excel Spreadsheet



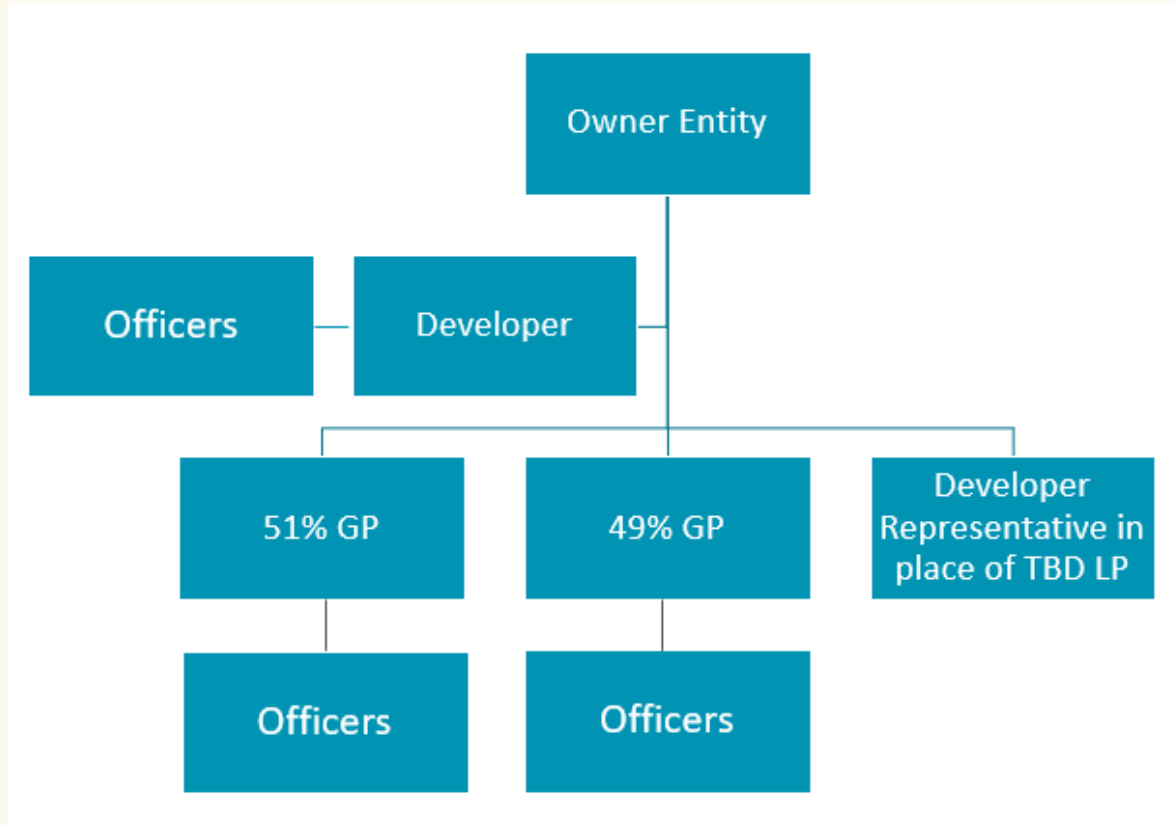
Upload to MFA File Share Site

- Register for account – your project assigned to your account
- https://mfa.internal.housingnm.org/SFT_HD/



Compliance Affidavit

- Each Principal (see Glossary) must complete and sign



Tab 2 – Pages 1 – 8

Application Review

Indicate

- Extended Use Period
- Set-Aside Option
- Complete all areas of application

Utility Allowance

- Rent calculation – Schedule B
- Attach current documentation
- Must be approved allowance

Contact Information

- Update MFA if this changes after application
- Identify local official

Ownership Information


- To-be-formed partnerships
- Non-Profit participants

Development team

- Identity of interest
- Developer fee amount
- Attach resumes

Application Form

Application Errors

SECTION III: Description of Project		
Subsidy, Period of Affordability - Use Restriction		
Will project use project-based rental assistance subsidies?	<input type="text" value="No"/>	No. of Units: <input type="text"/>
Will project accept Section 8 vouchers or certificates?	<input type="text" value="Yes"/>	
Low Income Housing Tax Credit Applications:		
Project owner irrevocably commits to an Extended Use Period of	<input type="text"/>	years.* At least 30 years
*Includes 15 yr. compliance period		
National Housing Trust Fund		
The owner irrevocably commits to a use restriction period of	<input type="text"/>	years. At least 30 years

Application Form

Application Errors

List overall RENT restrictions			
# Units	will be for households with rents at or below	%	of the area median income
	will be for households with rents at or below	20	of the area median income
3	will be for households with rents at or below	30	of the area median income
20	will be for households with rents at or below	40	of the area median income
20	will be for households with rents at or below	50	of the area median income
17	will be for households with rents at or below	60	of the area median income
	will be for households with rents at or below	70	of the area median income
	will be for households with rents at or below	80	of the area median income
	will be for households at market rates**	**Not available for LIHTC	
60	Total Rental Units		
LIHTC Management Units are approved by Asset Management after PIS			
71.67%	Low Income Units at 50% AGMI or below		Average Income
Target Population Information:			
% of Units	Population Type	# of Units	
25%	Households with Children	15	
Supportive Services provided to residents?		Yes	Supportive Services free to residents? Yes

Application Form

Application Errors

Target Population Information:

% of Units	Population Type	# of Units
80%	Seniors	48

Target Population Information:

% of Units	Population Type	# of Units
100%	Seniors	60

Must be aged 62+

Target Population Information:

% of Units	Population Type	# of Units
25%	Special Needs	15

Target Population Information:

% of Units	Population Type	# of Units
25%	Veterans	15

This is a preference, not target population

Veteran's preference on letterhead at Tab 32 – Criterion 22) Other Scoring Points Available.

Tab 3

Schedules

Schedule A – Development Cost Budget

- Calculations - see MFA's Universal Multifamily Underwriting Supplement
 - Construction Contingency
 - Builder Fees
 - Developer Fee
 - Operating Reserve

Construction Contingency Example

New Construction

\$6,388,500	Construction Costs before GRT, GR, Overhead & Profit
<u>5%</u>	Minimum Owner Contingency Percentage
\$319,425	Minimum Owner Contingency Dollar
<u>\$350,000</u>	Application Contingency
\$(30,575)	(Excess)/under minimum

Contingency included in construction contract will be included as a hard construction cost and will not count toward required owner construction contingency.

Builder's Profit, Overhead, General Requirements Example

\$6,388,500	Construction Costs before GRT, GR, Overhead & Profit
<u>6%</u>	Allowed percentage for Profit
\$383,310	Maximum for Profit (if no identity of interest)
<u>\$383,310</u>	Application Profit
\$0	(Excess)/under used

Same formula as above for General Requirements

\$6,388,500	Construction Costs before GRT, GR, Overhead & Profit
<u>2%</u>	Allowed percentage for Overhead
\$127,770	Maximum for Overhead
<u>\$127,770</u>	Application Overhead
\$0	(Excess)/under used

Developer Fee Calculation

4% Project Developer fees may not exceed:

14% of Total Development Costs*

4% Developer Fee Calculation

$$\begin{array}{r} \$6,388,500 \text{ Total Development Costs} \\ \times 14\% \text{ Maximum Fee Percentage} \\ \hline \$894,390 \text{ Maximum Developer Fee} \end{array}$$

Developer Fee Calculation

- Acquisition/Rehabilitation Developer Fee Split
- 30% basis proportionate to acquisition cost (not including land)/TDC
- Assume the following amounts:
 - Acquisition Costs in Basis (ACB) = \$100,000
 - Total Development Costs (TDC) = \$1,000,000
 - Total Developer Fee (TDF) = \$140,000
- What is the split?

ACB / TDC = Percentage of Acquisition portion of Developer Fee (%DF)	$\$100,000 / \$1M = 10\%$
%DF x TDF = Amount of Acquisition portion of Developer Fee (ADF)	$10\% \times \$140,000 = \$14,000$
TDF – ADF = Amount of Rehab portion of Developer Fee	$\$140,000 - \$14,000 = \$126K$

Therefore, the \$140,000 developer is split between acquisition for \$14,000 and rehabilitation at \$126,000.

Accounting Costs

- Where should the accounting cost be entered?

11	Other (b)	-					
12	SUBTOTAL	2,254,440	-	2,254,440	-	2,254,440	-
13	PROFESSIONAL SERVICES/FEEES						
14	Architect (Design)	215,000		215,000		215,000	
15	Architect (Supervision)	75,000		75,000		75,000	
16	Attorney (Real Estate)	90,000		90,000		50,000	
17	Engineer/Survey	45,000		45,000		45,000	
18	Other (c)	30,000		30,000		30,000	
19	SUBTOTAL	455,000	-	455,000	-	415,000	-

PROFESSIONAL SERVICES/FEEES [Other (c)]	
DESCRIPTION OF COST	AMOUNT
Accounting	30,000
TOTAL	30,000

SOFT COSTS						
Market Study	9,250		9,250		9,250	
Enviromental	13,500		13,500		13,500	
Tax Credit Fees	124,000		124,000			
Appraisal	4,500		4,500		4,500	
Hard Relocation Costs						
Accounting/Cost Certification	30,000		30,000			
Other (f)	-					
SUBTOTAL	181,250	-	181,250	-	27,250	-

Reserves and Expenses

Operating Expenses = Project operating expenses (excluding reserves and resident social services expenses); \$4,300 to \$5,800/unit;

Replacement Reserve = \$250/unit/year for Senior housing (new construction only) and \$300/unit/year for all other project types;

Operating Reserve = minimum of six months operating expenses (including replacement reserves and social services expenses) and all must-pay debt service.

Schedules

Schedule A-1 – Sources of Funds (Tab 3b)

- Construction and Permanent
- Deferred Fee
- Sources = Uses

Schedule B – Unit Type & Rent Summary (Tab 4a)

- Distribution of units proportionately
- Set-aside rents cannot exceed tax credit limits
- Indicate unit net square feet
- If applicable, include HAP rent on Schedule B

Schedule A-1 Interest Rate

Which interest rate should be inserted into Schedule A-1?

- MFA “Conservative Interest Rate”
- 4.25% amount in LOI + 50 bps = 4.75%
- 4.25% amount in LOI



Schedule A-1: Sources of Funds									
Project Name:		0		Perm Loan Rate is: LOI		Date:		1/0/1900	
Financing Sources	Loan or Grant?	Source/ Program	Construction Amount	Permanent Amount	Interest Rate	Payment		Term	
						Amount	Frequency	Amort. Yrs.	Loan Yrs.
Permanent Loan	Loan	RMCRC	0	2,500,000	4.25%	139,727	ANNUAL	40	16
		Nicholas Berger							

Schedule B Rent Schedule

- Property has the following unit mix and all units are at 60% AMI:
- 19 x 1BR – Floor Plans are 650 and 700 SF
- 20 x 2 BR – Floor Plans are 875 and 900 SF
- 21 x 3 BR – Floor Plans are 1,200 and 1,300 SF

	Restricted Units at			60%	of Med
Number BR/Unit Type ⁽³⁾	1-BR	2-BR	3-BR		
Net Sq. Ft./Unit	650	875	1,200		
Number of Units	19	20	21		
Gross Monthly Rent/Unit ⁽¹⁾	849	1,020	1,178		
Minus: Utility Allowance	75	93	114		
Net Monthly Rent/Unit	774	927	1,064		
Annual Rental Income (All Units)	176,472	222,480	268,128		
	Restricted Units at			60%	of Med
Number BR/Unit Type ⁽³⁾	1-BR	2-BR	3-BR		
Net Sq. Ft./Unit	700	900	1,300		
Number of Units	9	10	10		
Gross Monthly Rent/Unit ⁽¹⁾	849	1,020	1,178		
Minus: Utility Allowance	75	93	114		
Net Monthly Rent/Unit	774	927	1,064		
Annual Rental Income (All Units)	83,592	111,240	127,680		

Schedule B Rent Schedule

- Project Narrative States:

- The Project will include 59 newly constructed LIHTC units. One additional unit will be a non-revenue management unit.

All Units	Total All Units (From All Sources Above)						
Number BR/Unit Type	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	Totals
Net Sq. Ft./Unit		12,350	18,000	25,200			55,550
Number of Units		19	20	21			60
Gross Monthly Rent/Unit ⁽¹⁾							
Minus: Utility Allowance							
Net Monthly Rent/Unit							
Annual Rental Income (All Units)		139,152	175,560	211,500			526,212
Units Receiving Rental Assistance (from all sources above)		0	0	0			

Include all units on Schedule B. Employee/Exempt Units are approved by Asset Management after PIS.

Schedules

Schedule C – Operating Expense Budget (Tab 5a)

- 7% vacancy
- Maximum 6% management fee (calculated on gross income)
- Replacement Reserves – we will underwrite to at least MFA minimums
- No HAP Contract “Overhang” – include full rent on Schedule B
- Annual Compliance Fee is \$50 per Low Income Unit

Schedules

2022 MFA UNIVERSAL RENTAL DEVELOPMENT APPLICATION

Schedule C: Operating Expense Budget

Project Name:

0

Date:

1/28/2022

Total Units: 60

Total Budget

Per Unit Cost

INCOME

1 Annual Rental Income Per Schedule B/Section F

526,212

8,770

2 Parking Income

18,000

300

3 Laundry Income

4 Other Income (

Income Su

5 Less Vacanc

6 Commercial Inc

7 Less Vacanc

8 **TOTAL INCOM**

2022 MFA UNIVERSAL RENTAL DEVELOPMENT APPLICATION

Schedule D: Contractor's and Applicant's Cost Breakdown

Project Name: 0

Federal HTC Requests ONLY

Construction Period: Start Date:

Completion:

Residential Costs ONLY

Trade Item

Total Cost
[A]⁽¹⁾

Commercial
[B]

Residential
[C]

30% HTC
Basis [D]

70% HTC
Basis [E]

NC/Rehab
Breakout

Demolition

Accessory Structures

Site Construction

Earth Work

Site Utilities

Roads & Walks

Site Improvements

Lawns & Planting

Unusual Site Conditions

Sub-total: Site Construction

281,966

533,629

531,829

264,542

102,846

1574206

0

281,966

533,629

531,829

264,542

102,846

1574206

0

281,966

533,629

471,829

264,542

102,846

1514206

0

0

Schedules

2022 MFA UNIVERSAL RENTAL DEVELOPMENT APPLICATION				
Schedule C: Operating Expense Budget				
Project Name:	0		Date:	1/28/2022
	Total Units:	60	Total Budget	Per Unit Cost
INCOME				
1	Annual Rental Income Per Schedule B/Section F		526,212	8,770
2	Parking Income		18,000	300
3	Laundry Income		14,400	240
4	Other Income (Specify)	Late fees	0	100
	Income Subtotal		564,612	9,410
5	Less Vacancy @	7%	(39,523)	-659
6	Commercial Income		0	0
7	Less Vacancy @	5%	0	0
8	TOTAL INCOME		525,089	8,751

Explain Other Income

Schedules

Prior Year Operating Expenses - REHABILITATION PROJECTS ONLY				
Project Name:	0			
		Total Units	60	
			Total	Per Unit Cost
INCOME				
	Annual Rental Income		526,212	8,770
	Parking Income			0
	Laundry Income		1,200	20
	Other Income (Specify)			0
	Income Subtotal		527,412	
	Less Vacancy @	7%	(36,919)	
	Income			
	@	5%		0
	E		490,493	8,175
VE EXPENSES				
	and Audit		8,000	133
			2,500	42
	Legal		10,000	167
	Property Management Fee @	6.00%	29,430	490
	Gross Receipts Tax (GRT) on Management Fee		2,300	
	Management Salaries/Taxes		42,750	713
	Office Supplies and Postage		6,000	100
	Telephone		4,000	67
	Annual Compliance Fees (\$50 per LI unit) (if applicable)		0	0
	Other (Specify):			0
	SUBTOTAL ADMINISTRATIVE EXPENSES		104,980	1,750
UTILITY EXPENSES				
	Fuel (Heat and Water)			0

Don't forget Schedule C-1
Previous Year's Operating Expenses

Schedules

Cash Flow Projection (Tab 5b)

- Income, expense, and reserve escalators at minimum stated in underwriting supplement
- Debt Service Coverage Ratio is underwritten assuming **50 bps stress** on interest rate in LOI

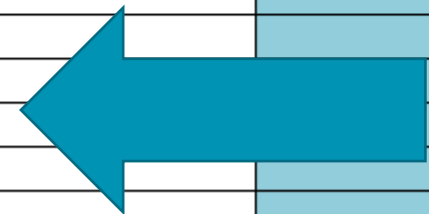
Schedule D – Contractor Cost Breakdown (Tab 6a)

- Tie to Schedule A

Schedule D

Information to go into Schedule A has been added at the bottom of Schedule D.

VI.	Other Costs (List)		
	Hard Costs Only - (i.e., divisions not included above)		
	Not Additional Information to Enter Into Schedule A - see below		
	Sub-total: Other Costs	0	
VII.	TOTAL SCHEDULE D HARD CONSTRUCTION COSTS	0	
	(1) Sum of Columns B and C.		
	ADDITIONAL INFORMATION TO ENTER INTO SCHEDULE A:		
	Contractor Overhead		
	Contractor Profit		
	General Requirements		
	Gross Receipts Tax (GRT)		
	Contractor's Insurance		
	Contractor's Performance Bond		



Schedule D

The cost of the following amenities is included above and broken out below to Schedule of Values:

PROVIDE THE COST OF THE FOLLOWING AMENITIES:	
---	--

<i>Not required if the application requests no MFA loans and if all amenities will be included in eligible basis.</i>	
--	--

Furniture, Fixtures and Equipment provided by contractor	
--	--

Accessory Structures	
----------------------	--

Community Service Facility (may not be included in Eligible Basis)	
--	--

Community Building without Residential Units	
--	--

Swimming Pool	
---------------	--

Carports - <i>if applicant intends to charge tenants for covered parking</i>	
--	--

Garages - <i>if applicant intends to charge tenants for garage parking</i>	
--	--

Uncovered Parking - <i>if applicant intends to charge tenants for parking</i>	
---	--

Schedules

Schedule G - Affordable Unit Set Aside Election (Tab 8)

- Irrevocable
- Average Income is not available for 4% LIHTC/Bond Projects

Schedule H – Applicant's Previous Participation (Tab 9a)

- One Schedule H for each General Partner and Developer

Schedule H

- Include each source of financing
- Only most recent compliance monitoring required
- If no 8823s, you can overwrite the text in the box with “NO”

Project Name	Property Address	Type(s) of Financing	Most Recent Compliance Monitoring	Date Most Recent Compliance Monitoring Was Completed and Closed	During this monitoring, did you receive any 8823s? (if so, please attach brief explanation and resolution for most recent 8823 received)*
ABC Apartments	123 Main St, Anytown, NM	LIHTC	Date: 08/12/21	Date Completed: 08/12/21	NO If "Yes" attach explanation and resolution*
		MFA HOME	Agency: HUD	Date Closed: 10/15/21	
		HAP Contract	Rating: 76		

Other MFA Sources of Funds

(Subject to Change, Check Website)

HOME Program

- New Construction, Rehabilitation, Acquisition & Rehab, Limited Refinancing
- Generally 0%-3% rate
- 2-year construction and up to 40-year permanent period
- With 9% LIHTC – Limited by a maximum of \$1,000,000 per project for CHDOs/\$400,000 for non-CHDOs
- Without 9% LIHTC – Limited by a maximum of \$1,000,000 per project for CHDOs/\$800,000 for non-CHDOs

Other MFA Sources of Funds

(Subject to Change, Check Website)

National Housing Trust Fund

- New Construction, Rehabilitation, Acquisition & Rehab, Limited Refinancing
- 0% rate
- Minimum 30-year term period
- With 9% LIHTC – Limited by the maximum per-unit subsidy limits and a maximum of \$400,000 per project
- Without 9% LIHTC – Limited by the maximum per-unit subsidy limits and a maximum of \$1,500,000 per project

Other MFA Sources of Funds

(Subject to Change, Check Website)

Ventana Fund

- New Construction, Rehabilitation, Acquisition & Rehab
- 2.5% - 3.5% rate
- 12 to 24 months interim/construction loan

Other MFA Sources of Funds

(Subject to Change, Check Website)

Primero

- Primero is funded through MFA's Housing Opportunity Fund
 - Maximum Loan: \$1,000,000 or funds available at the time of application
- Funding high-risk projects and priority is giving to MFA's Primero Initiatives:
 - Tribal Housing, Colonias Housing, Housing Rehabilitation, and Manufactured Housing Assistance
- Eligible activities for multifamily and single-family development projects:
 - Pre-development, acquisition, construction, conversion, or rehabilitation
- Loan Terms: Up to 5 years for pre-development
- Interest Rate: Typically 3.0% per annum, 1% loan fee due at closing

Other MFA Sources of Funds

(Subject to Change, Check Website)

New Mexico Housing Trust Fund

- New Construction, Rehabilitation, Acquisition & Rehab, Infrastructure
- New interest rate policy:
 - 9% LIHTC – Base interest rate of 3%*
 - 4% LIHTC – Base interest rate of 2%*
 - No LIHTC – 1% interest rate

* 1% discount for rural, senior, tribal, permanent supportive. 1% increase if request exceeds funding limits.
- New funding limits:
 - Construction - \$2,000,000
 - Permanent - \$1,000,000
- 2-year construction period and up to a 30-year term

Other MFA Sources of Funds

(Subject to Change, Check Website)

Risk Share 542(c)

- New Construction, Rehabilitation, Acquisition & Rehab
- Up to \$2,000,000 (LTV restrictions apply)
- Interest Rate: 10 Year Treasury rate + current HUD-approved total MIP* + 25 bps MFA servicing fee + 2.00%
- 2-year construction and up to 40-year permanent term period for new construction or 35-year permanent term period for rehab

NM State Tax Credit Program

Program Basics:

- Used to fund affordable housing for low to moderate income occupants
- Provides tax credits to eligible individuals and businesses that provide donations to MFA-approved affordable housing projects approved by MFA, or to the charitable trust administered by MFA
- Credits on income taxes, gross receipts taxes (GRT) and compensating taxes (excluding local option GRT imposed by a municipality or county, or the government GRT)
- Donations can include land, buildings, cash or services
- Credit is equal to up to 50% of the value of the donation (i.e. \$2,000 donation = \$1,000 tax credit)
- Minimum accepted donation is \$200; maximum is \$2,000,000

NM State Tax Credit Program

How much is available?

- Amount equal to a base rate of \$1.85, adjusted annually for inflation, multiplied by the state population

How does it work?

- Once an award is approved, eligible project applicants solicit donations for the development of an eligible affordable housing project
 - includes non-profit or for-profit developers and governmental or tribal instrumentalities
- Qualified affordable housing activities include land or building acquisition, new construction, rehabilitation, weatherization, etc. for an eligible affordable housing project
- Eligible projects include single family or multifamily housing
 - Project must remain affordable for a minimum of 5 years (single family) or 10 years (multifamily)

Other MFA Sources of Funds

Jacobo Martinez

Development Loan Manager

jmartinez1@housingnm.org

505-767-2285

Tim Martinez

Development Loan Manager

tmartinez@housingnm.org

505-767-2258

Sharlynn Rosales

Programs Coordinator

srosales@housingnm.org

505-767-2282

Environmental Review

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for **all HUD-assisted projects** to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental review but **every project must be in compliance with** the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws.

- HOME, NHTF, Risk Share, and any other federal fund source must complete environmental review before site control or execution of loan documents to avoid a choice limiting action.
- Projects with NHTF funding only must complete Environmental Provisions process before construction completion.
- Keep in mind the timing of the environmental review process. You can complete review before submission of loan application. On average a review can take up to 4 months to complete.
 - You will receive environmental review packets after Loan Award Letter is sent out.
- Training can be provided upon request by MFA. HUD Exchange website has training modules.

Environmental Review

Sharlynn Rosales

Programs Coordinator

srosales@housingnm.org

505-767-2282

Theresa Laredo-Garcia

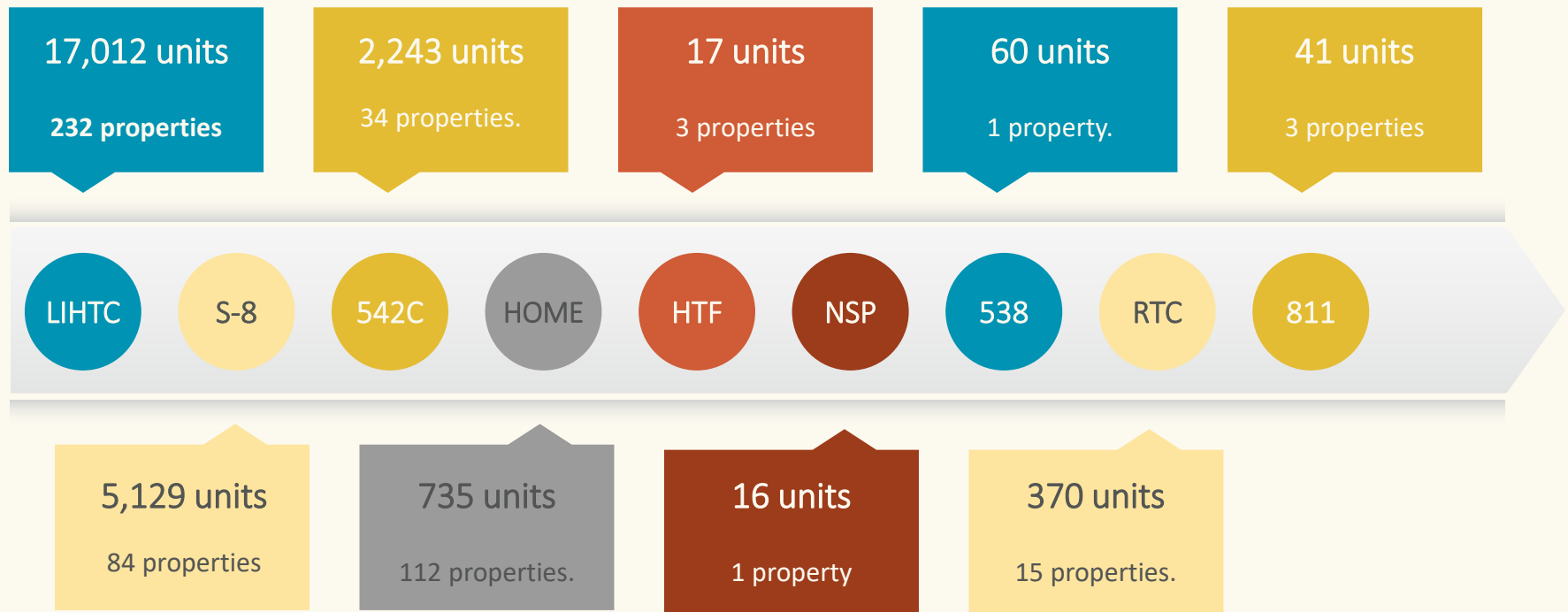
Program Development Manager

tgarcia@housingnm.org

505-767-2244

MFA's asset management department is responsible for compliance audits and physical site inspections for more than 300 properties totaling over 19,000 units throughout New Mexico.

The asset management department is committed to working with and providing training to property owners, management agents and property managers, to ensure the successful operation of properties.



Compliance Monitoring

Monitoring Schedule

LIHTC/TCAP

ON SITE: within one year of date of last building placed in service, then once every three years.

If non-compliance issues are severe then visits could be every year until non-compliance is corrected.

HOME/HTF

ON SITE: The on-site inspections must occur within 12 months after project completion and at least once every 3 years thereafter during the period of affordability.

The participating jurisdiction may adopt a more frequent inspection schedule for noncompliant properties.

542(c) Risk Sharing

ON SITE: within one year of the loan closing, then Annually.

REAC: frequency of re-inspection based upon score. From every three years to annually.

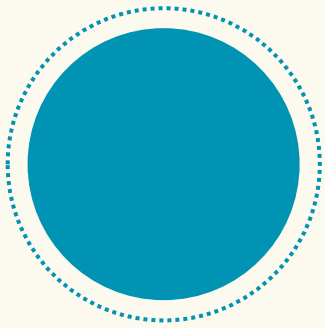
TCEP/RTC/ USDA 538/NSP

ON SITE: Annually.

Utility allowance methods

Properties with tenant paid utilities must evaluate utility allowances schedules annually using an acceptable method chosen by the owner/agent.

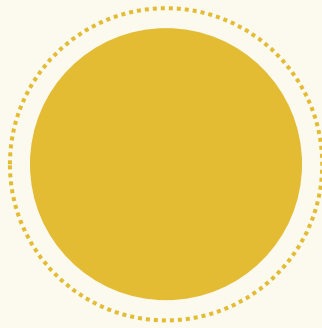
Acceptable methods to calculate utility allowances:



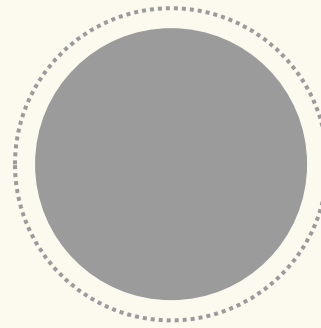
HUD UTILITY
SCHEDULE MODEL



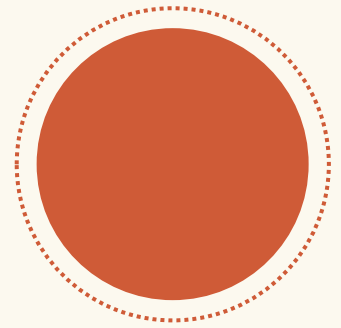
MULTIFAMILY
HOUSING



UTILITY COMPANY
ESTIMATE



ENERGY
CONSUMPTION
MODEL



*PUBLIC HOUSING
AUTHORITY
SCHEDULE*

Properties with HOME/HTF funds cannot use this method

Compliance Monitoring

On-site compliance review

At least 20 percent of the tenant files will be selected by MFA at random. The tenant file review will cover an evaluation of utility allowance schedules and respective implementation deadlines; comparison of rents charged and allowable set aside maximums; and evaluation of household income and the applicable set aside income limit.

On-site physical inspection

At least 20 percent of the units will be selected by MFA at random. Compliance monitoring regulations published January 14, 2000, require housing credit agencies to conduct physical inspections consistent with standards governed by HUD's Uniform Physical Conditions Standards

Annual reporting requirements

- The project owner shall provide MFA with a Certification of Continuing Program Compliance annually on or before March 31st.
- The project owner must submit to MFA annual audited property financial statements, within 120 days of fiscal year end, through MFA's compliance online system, WCMS.
- Electronic data via Next Gen: On a monthly basis, the project owner must provide TICs and property vacancy data.
- Annual vacancy reporting: The project owner must submit to MFA a vacancy report, by month, for the previous year, annually on or before March 31st.

Annual compliance fees

Compliance fees are due in MFA's office by January 31 of each year. Owners will be notified once, or one time, of past due compliance fees. They will then have 30 days to submit payment. If payment is not submitted, MFA will send a Notice of Noncompliance (IRS Form 8823) to the Internal Revenue Service.

- \$50 per qualifying tax credit unit

Compliance Monitoring

Housing Priority Requirements

Housing priorities & enrichment services

- Enforced throughout the affordability period
- Must not allow for more than a 30-day gap in services
- Documentation confirming compliance with the LURA requirements must be maintained throughout the affordability period

Special needs housing priority

- Must have a plan or a policy explaining how units will be marketed
- Documentation that special needs housing units were not rented by the owner/agent for at least 30 days until the required threshold is met
- MOU with any service providers

Enrichment services

- Documentation to confirm compliance with enrichment services of the LURA
- Date, time and location of event
 - Newsletters, flyers or brochures advertising scheduled events
 - Sign in log of attendees
 - Provider information

Service coordination

- Service Coordinator must be in addition to the property manager and property management staff
- Annual operating budget must be sufficient to cover costs
- Annual survey must be conducted and documented regarding satisfaction or dissatisfaction
- Annual certification must be provided by the owner of
 - Number of hours on site
 - Number of residents served

Additional Functions



Service Enrichment LURA Modifications

In conjunction with the housing development department, asset management will review requests to modify service enrichment changes subsequent to the initial selection at application.



Lease up meeting

In conjunction with the housing development department, a representative will be available at the lease up meeting to answer questions and provide information.



Approval of Employee units

After initial application should a need for an employee unit to be added, written requests from owner/agents can be submitted to the asset management department for Review and approval.



Review of Affirmative Fair Housing Marketing Plans (Risk Share, HOME, NHTF, TCEP, NSP)

LIHTC projects with additional affordable layers may require an approved marketing plan. Plans can be submitted to the asset management department for review, approval and on-going compliance monitoring.



Reserve for Replacement Requests (Risk Share)

Risk Share projects require a reserve held for capital replacement. Requests for eligible expenditures can be submitted to the asset management department for review and approval. The next site inspection will confirm repair and replacement of items paid by the reserve.

LIHTC Fundamentals can be viewed
at:

<https://housingnm.org/developers/developer-resources/development-101>



More Questions?

housingnm.org/developers

Jeanne Redondo

Tax Credit Program Manager

jredondo@housingnm.org

505-767-2210

Christi Wheelock

Tax Credit Program Analyst

cwheelock@housingnm.org

505-767-2279