



# New Mexico Low Income Housing Tax Credit 2024 Qualified Allocation Plan Training

October 26, 2023

# Agenda

1:00 PM	Welcome- Izzy Hernandez, Executive Director
1:10 PM	2023 Round Results- Jacobo Martinez
1:20 PM	2024 QAP Review – Jeanne Redondo
3:00 PM	Break
3:15 PM	2024 Application Process – Jeanne Redondo
4:00 PM	Other MFA Sources of Funds – Jacobo Martinez / Tim Martinez
4:20 PM	Environmental Review Process – Sharlynn Rosales/ Theresa Laredo-Garcia
4:30 PM	Tax Credit Monitoring & Compliance – Amanda Aragon, Asset Mgt
4:45 PM	Q & A
5:00 PM	Adjourn

# MFA 2024 Qualified Allocation Plan

Training Workshop – October 26, 2023

1

Tax Credit Program Overview

2

2023 Round Results

3

2024 QAP Review

4

2024 Application Process

5

Other MFA Sources of Funds

6

Environmental Review Process

7

Tax Credit Compliance & Monitoring

8

Q & A

# Logistics for WebEx Training

- Attendance required
  - Via computer for certificate
- Recording Event
- Raised Hand, Chat, and Q&A Functions
- 15-minute Break
- Polling Questions

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# Tax Credit Timeline

1. Apply for credits
  2. Receive a tax credit reservation
  3. Receive carryover allocation, indicate lock-in election
  4. Incur 10% of estimated project basis, purchase or lease the site, and start construction by August 31 of the following year
  5. Complete project and place in service within two years of carryover
  6. Record LURA
  7. Project Lease-up: Qualify Tenants
  8. Apply for 8609's
  9. Begin claiming credits: PIS year or following year
  10. Keep tax credit units in compliance
- \*\* See 2023-2024 LIHTC Calendar on website: [housingnm.org](https://housingnm.org)**

# Questions



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# 2023 Tax Credit Round

Of the 10 Applications submitted:

- \$8,944,954 in credits were requested
  - Ratio of requests to credit ceiling was 1.54:1
  - This ratio decreased from 1.89:1 in 2022
- Average TDC per unit for new construction is \$289,529
- Up from \$249,930 in 2022 and \$203,206 in 2021
- Average project size decreased to 61.00 units compared to an average of 52.40 units in 2022 and 58.22 in 2021.

# 2023 Tax Credit Round

Five awards in 2023, Six awards in 2022

## 2023 Awarded Project Information:

- Projects sizes range from 24 to 82 units and award amounts range from \$388,782 to \$1,622,805 for new projects (\$316,286 supp)
- A total of 281 affordable housing units funded:
  - 257 new construction / 24 rehabilitation
- All projects are serving housing priority populations
- All projects received points for 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!

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# 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 2024 QAP by reference.**

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

# Nonprofit Set Aside

Ten percent (10%) of the Annual Credit Ceiling will be set aside for Qualified Nonprofit Organization Eligible projects.

- 501(c)3, 501(c)4, or exempt from tax under Section 501(a)
- This set-aside is funded first
- Complete the information on Tab 2 – Page 8

SECTION VII: Nonprofit Determination	
<small>(Federal Tax Credit, HOME, NHTF, and NMHTF Projects Only)</small>	
<small>If this project is to be considered for the Nonprofit Set-Aside, or for additional points for nonprofit participation, the following must be complete. To qualify for the nonprofit set-aside, the applicant must materially participate in the development and operation of the project throughout the compliance period. Within the meaning of RC 469(h), "a (nonprofit) shall be treated as materially participating in an activity only if the (nonprofit) owns an interest in the project and is involved in the development and operation of the project on a basis which is regular, continuous or substantial."</small>	
Nonprofit name:	E.I.N.:
Street address:	Telephone:
City: State:	Zip code:
Contact person:	Email:
Exemption Type:	
Exempt purposes includes fostering of Low-Income Housing:	
Will the nonprofit hold a 51% or greater interest in the General Partner (if partnership) or in the managing member (if LLC) and receive at least 10% of the developer fee?	
SECTION VII: Nonprofit Determination (Continued)	
Describe the nonprofit's participation in the development, operation, and/or management of the project:	

# Underserved Populations Set Aside

Twenty percent (20%) of the Annual Credit Ceiling will be set aside for Underserved Populations. The Application must indicate the desire for the Project to participate in the Underserved Populations set-aside, otherwise the Project will compete within the general round. The Project's score must be within 20% of the highest scoring Project to be awarded tax credits through the ranking process in the same funding round.

- Permanent Supportive Housing (PSH) Projects
- Tribal Projects

# Underserved Populations Set Aside

- Indicate desire for the Project to participate in the Underserved Populations set-aside by:
- Checking the applicable box on Tab 1a

Underserved Populations Set Aside Requirements (if requesting LIHTC allocation through the set aside)				
➡	<input type="checkbox"/>	Permanent Supportive Housing (PSH)		
	15c	PSH Certification of Quality		
➡	<input type="checkbox"/>	Tribal Projects		
	15d	Map showing Project is located within a Tribal Trust Lands boundary		

- And:
  - Including the PSH Certification of Quality at Tab 15c or:
  - Insert a map showing the Project is located within a Tribal Trust Lands boundary at Tab 15d



# 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
- \*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\*

\*Not correctable through deficiency process

# 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, 2024;
- 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.

- 2024 Fees
- Application fee \$750 or \$1,500
- Deposit of \$12,000
- Processing fee\* of 8.5%
- \$50/unit monitoring fee, due annually
- Income Averaging projects may be subject to increased monitoring fee

\*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
- The following development team members must sign an affidavit affirming no related party relationships or relationships are properly disclosed:
  - Developer, Project Owner, General Partner, contractor, management company\*, consultant(s), and architect

\*Management company review deferred until construction

# 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 2024 MFA Universal Initial 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 Capture Rate for a Project must not exceed 10% (except Tribal and Senior Projects)

# 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.

Per project maximum Tax Credit award is \$1,622,805 and any entity (including affiliates) may not receive more than 2 awards.



# 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”

# Minimum Project Score

- 9% projects need a minimum score of 53 points;
- Partial points will not be awarded;
- Applicant self-scores application; MFA scores application;
- Scoring criteria and information needed to obtain points in QAP and checklist;
- Deficiency correction used only to address incomplete applications or forms, obtain clarifications, or correct certain correctable threshold items – never scoring or allocation set-aside requirements.

# Scoring Criterion – No. 1 (5 or 10 pts)

## **Nonprofit, New Mexico Housing Authority (NMHA), Tribally Designated Housing Entity (TDHE), or Tribal Housing Authority Participation (THA) participation**

- Tier 1 or Tier 2 requirements in application and checklist
- Federal Nonprofit Set-Aside  $\neq$  Scoring Requirement
- Reviewed/audited financial statements for net worth/assets
- Document developer fee split with agreement among parties

# Scoring Criterion – No. 1 (cont'd)

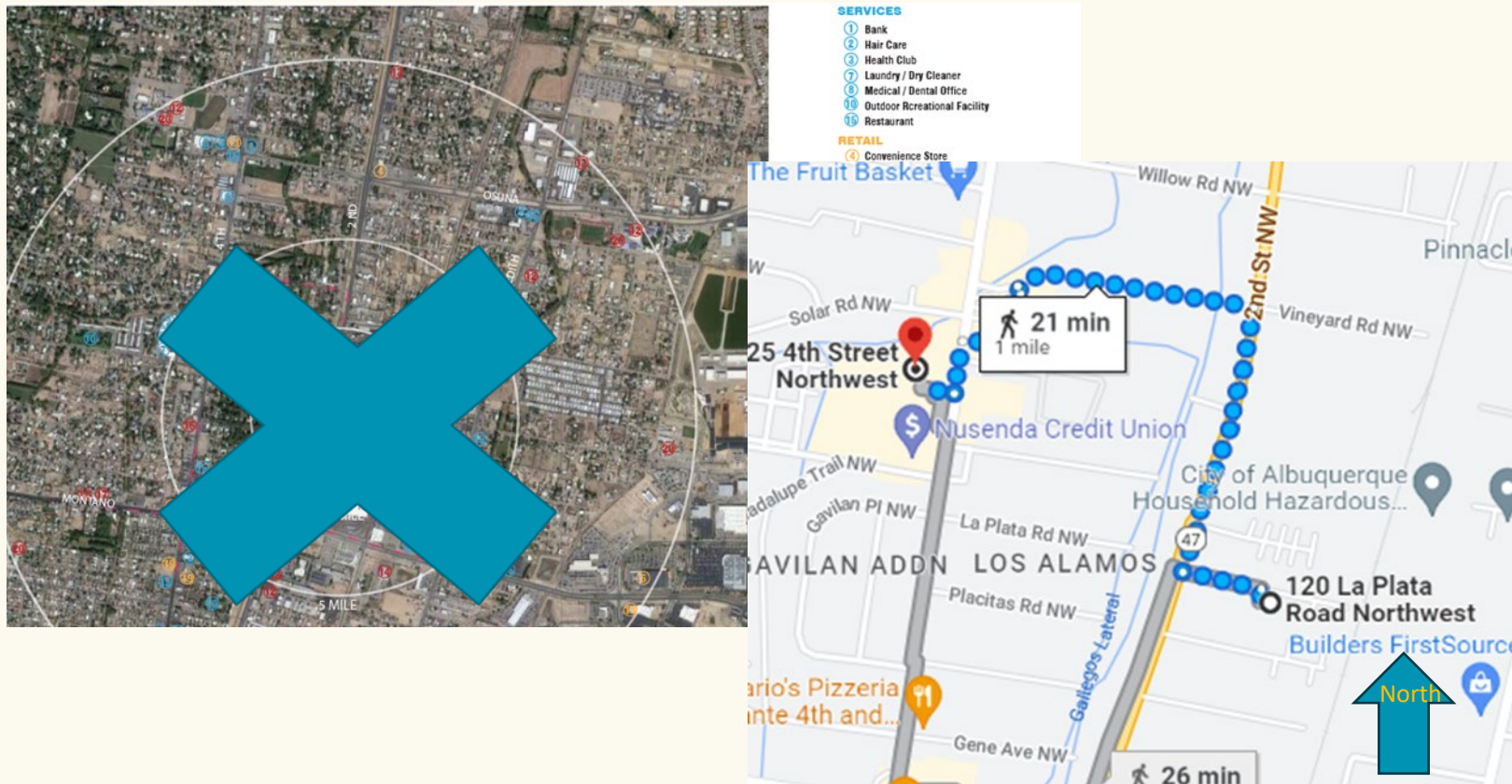
- Qualifying entity required to attend most recent QAP training
- Indicate on checklist if submitting as a qualified nonprofit, NMHA, TDHE or THA
- Designated form of ROFR Agreement required

# Scoring Criterion – No. 2 (up to 6 pts)

## **Locational Efficiency**

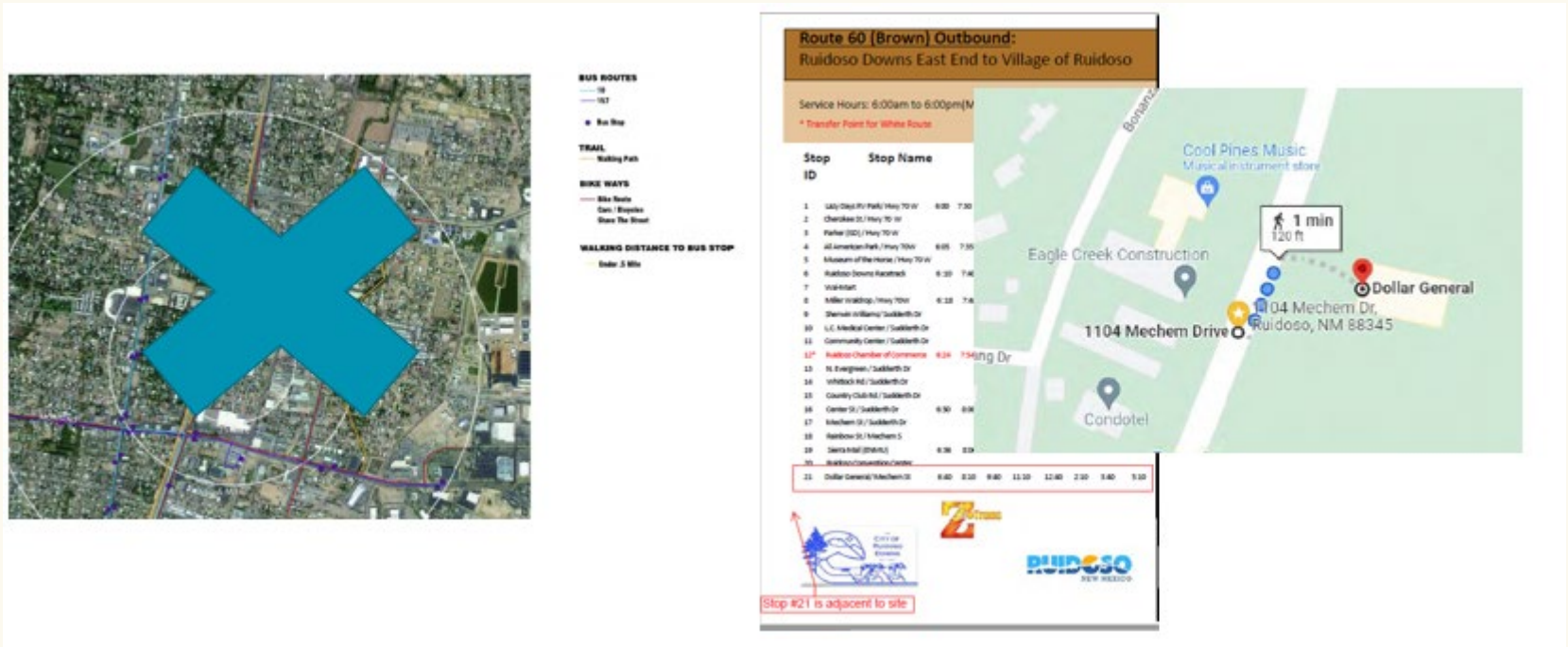
- Projects located in proximity and connected to:
  - 1) services and/or
  - 2) public transportation (new option for proximity to frequent transportation stops)
- List each amenity on the Locational Efficiency Score Worksheet (Tab 17a)
- Insert maps
- Insert additional documentation
  - Route Schedule, alternate transportation, etc.

# Scoring Criterion – No. 2 (cont'd)



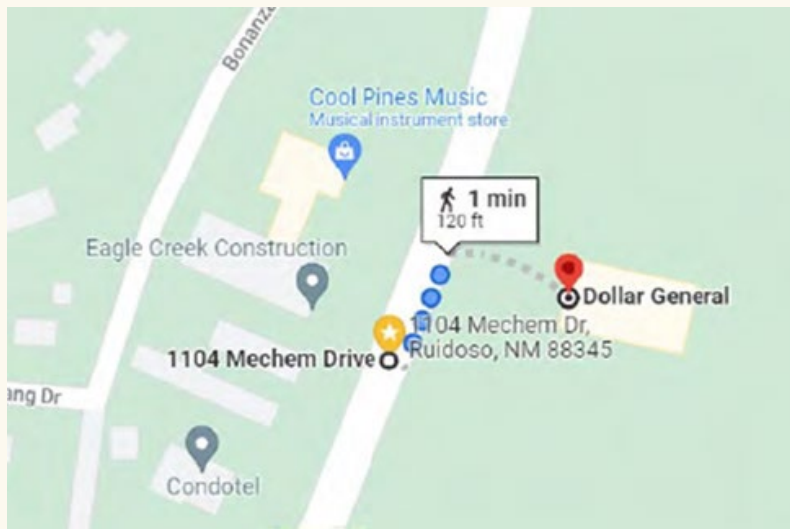
Cardinal Direction may be indicated by adding an arrow or a statement.

# Scoring Criterion – No. 2 (cont'd)



# Scoring Criterion – No. 2 (cont'd)

- Frequent Transportation
  - ¼ mile walk distance
  - One hour headways Monday – Friday for at least three hours
  - Insert schedule and show which stop is claimed



Route 10 - Weekday Southbound				
RAYMOND Q. SANCHEZ COMMUNITY CENTER PAR	NORTH 4TH & GREGGOS	NORTH 4TH & WENAU	NORTH 4TH & LOMAS	ALVARADO TRANSPORTATION CENTER
A	B	C	D	E
5:45a	5:59a	6:06a	6:12a	6:18a
6:17a	6:31a	6:38a	6:44a	6:50a
6:47a	7:01a	7:08a	7:14a	7:20a
7:16a	7:31a	7:38a	7:44a	7:50a
7:46a	8:01a	8:08a	8:14a	8:20a
8:16a	8:31a	8:38a	8:44a	8:50a
8:46a	9:01a	9:08a	9:14a	9:20a
9:16a	9:31a	9:38a	9:44a	9:50a
9:46a	10:01a	10:08a	10:14a	10:20a
10:16a	10:31a	10:38a	10:44a	10:50a
10:46a	11:01a	11:08a	11:14a	11:20a
11:16a	11:31a	11:38a	11:44a	11:50a
11:46a	12:01p	12:08p	12:14p	12:20p
12:16p	12:31p	12:38p	12:44p	12:50p
12:46p	1:01p	1:08p	1:14p	1:20p



# Scoring Criterion – No. 3 (up to 5 pts)

## **Rehabilitation Projects**

- Points available on a scale for projects that were last placed in service 21 – 29 years ago.
- Scope of work required at Application
- Cost thresholds for moderate/substantial rehab
- Detailed narrative + prelim relocation plan due
- Information on existing debt for feasibility analysis
- Capital Needs Assessment

# Scoring Criterion – No. 4 (6, 8, 10 pts)

## **Sustaining Affordability**

10 points: Use restrictions are to expire on or before  
December 31, 2028;

At imminent risk of conversion to market rate; or

Future federal rental assistance contract covering at  
least 75% of all units

8 points: Projects that have an existing federal rental assistance  
contract covering at least 75% of all units; or  
those utilizing a conversion of existing federal rental  
assistance (e.g., RAD)

6 points: Projects that have/will have a federal rental assistance  
contract covering at least 20 percent of all units

# Poll 1

# Scoring Criterion – No. 5 (up to 16 pts)

## Income Levels of Tenants:

- Point requirements based on Project election and location (urban or rural)
- For 20/50 or 40/60 election, points based on percentage of units at or below 50% AMI
- For Average Income election, points based on average income of units
- Rural projects receive same number of points for fewer units at lower incomes

# Scoring Criterion – No. 6 (2 pts)

## Market Rate Units

- Minimum 15% of the total units.
- *If claiming point in Criterion 6 – ineligible for points in Criterion 5.*
- Include market rate units on Schedule B and Page 2 of Tab 2

# Scoring Criterion – No. 7 (5 pts)

## Extended Use Period

- Maximum points for 35-year Extended Use Period.
- Indicate on Page 1 of Tab 2 (Application form)

# Scoring Criteria 8 - 10

All three priorities, special housing needs, senior housing and households with children are required to:

- Comply with Fair Housing Act requirements;
- Services must be provided throughout entire affordability period; and
- Owners may not allow for more than a 30-day gap in service.

# Scoring Criterion – No. 8 (up to 8 pts)

## **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 plus at least 2 services + proposed budget
- Up to 8 points available for deeper services
- MOU – who and how services delivered; update
- Related party service provider – expertise narrative



# Scoring Criterion – No. 9 (up to 10 pts)

## Senior Housing

- 80% @ 55+ or 100% @ 62+ of total units reserved for Senior Housing.
- Points based on services provided.
- Design requirements – mandatory for points.
- On-site service coordinator – required for service points.
- The proposed project annual operating budget must include at least \$2,500 for the provision of social services.
- Senior Fair Housing Certification required
  - (see Tab 21d of application).

# Scoring Criterion – No. 10 ( up to 8 pts)

## **Households with Children**

- At least 25% of the total units reserved for Households with Children.
- Points based on services provided.
- Design requirements – mandatory for points.
- On-site service coordinator – required for service points.
- The proposed project annual operating budget must include at least \$2,500 for the provision of social services.

# Scoring Criterion – No. 10 (cont'd)

## Individuals 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%

*\*See Scoring Criterion 10 for unit requirements*

*“At least” = Round down, not up*

# Scoring Criteria 8-10

## Frequent Errors for Criteria 8 – 10:

- Information for service providers missing
- Marketing plan missing (targeted Special Needs)
- Service Budget:
  - Missing entirely
  - Sources/Uses don't balance
  - Sources to pay for services not identified on budget
  - Only stating that a source is providing a service without including the amount that source is paying

# Scoring Criteria 8-10

Service Budget needs to be complete and balance:

## Budget

Revenue Sources	\$ Amount				
	Year 1	Year 2	Year 3	Year 4	Year 5
Property operating budget	2,500	2,500	2,500	2,500	2,500
Management company budget					
Owner contribution	250	250	250	250	250
Grant: Local Grant	10,000	10,000	10,000	10,000	10,000
Other:					
Other:					
Total:	12,750	12,750	12,750	12,750	12,750

Expenses	\$ Annual				
	Year 1	Year 2	Year 3	Year 4	Year 5
Personnel (salary/fringe)	10,000	10,000	10,000	10,000	10,000
Training	2,000	2,000	2,000	2,000	2,000
Office Supplies	500	500	500	500	500
Transportation	250	250	250	250	250
Total:	12,750	12,750	12,750	12,750	12,750

# Scoring Criterion – No. 11 (up to 10 pts)

## Leveraging Resources

- Up to 10 points for eligible contribution corresponding to the percentage of TDC contributed.
- Whole points only – rounded down
  - (e.g., 2.7% = 2 points)
- The value of the contribution must be listed as a source on Schedule A-1 and, when not a cash contribution, the corresponding cost must be listed as a cost on Schedule A.

# Scoring Criterion – No. 11 (cont'd)

- Unrelated 3<sup>rd</sup> party
  - Cash grant, donated land/building
- General Partner
  - Deferred Developer Fee, donated land/building
- Government
  - Cash, soft loan with no required payment
  - Construction permit fee waivers
  - Land/Buildings
- Tribal
  - Cash, soft loan with no required payment
  - Land (5 points automatic)

# Scoring Criterion No. 11 – (cont'd)

Developer Fee must be able to be repaid within 15 years. In this example, \$500,000 is reduced to \$480,506.

Annual Projections (Post Construction Period)	1	2	13	14	15
<b>Income</b>					
<b>Effective Gross Income (EGI)</b>	489,377	499,165	620,649	633,062	
<b>Expenses</b>					
<b>Total Expenses</b>	318,720	327,965	449,441	462,524	
<b>Net Operating Income</b>	170,657	171,199	171,207	170,538	
<b>Annual Debt Service (Hard Debt)</b>					
First Mortgage	139,727	139,727	139,727	139,727	
<b>Total Debt Service</b>	139,727	139,727	139,727	139,727	
<b>Net Project Cash Flow</b>	30,930	31,472	31,480	30,811	
<b>Debt Service Coverage - First</b>	1.22	1.23	1.23	1.22	
<b>Debt Service Coverage - All Debt</b>	1.22	1.23	1.23	1.22	
<b>Required Investor Fee</b>					
<b>Deferred Developer Fee</b>	469070	437597	80310	49499	19494

LIHTC Project Selection Criteria Leveraging Resources Worksheet	
0	
Total development cost	\$ 23,000,000
Amount or value and description of leverage	
National Housing Trust Fund	\$ 400,000
Federal Home Loan Bank AHP	\$ 500,000
Deferred Developer Fee	\$ 500,000
	\$ -
Contribution/total development cost	6.1%
Eligible points	
The amount or value of the resource must be listed as a source on Schedule A-1 and, when not a cash contribution, as a cost on Schedule A. Total development cost must be as listed in Cell C:98 on Schedule A.	



# Scoring Criterion – No. 11 (cont'd)

## Leveraging Resources - Exclusions

- Sources with hard payments during the affordability period (e.g., MFA HOME, NM HTF)
- Tax abatements
- Remediation paid by previous owner
- Non-verifiable/non-measurable (e.g., in-kind)
- Stale (i.e., earlier than 1/22/2023)
- Proceeds of a loan of a capitalized lease payment

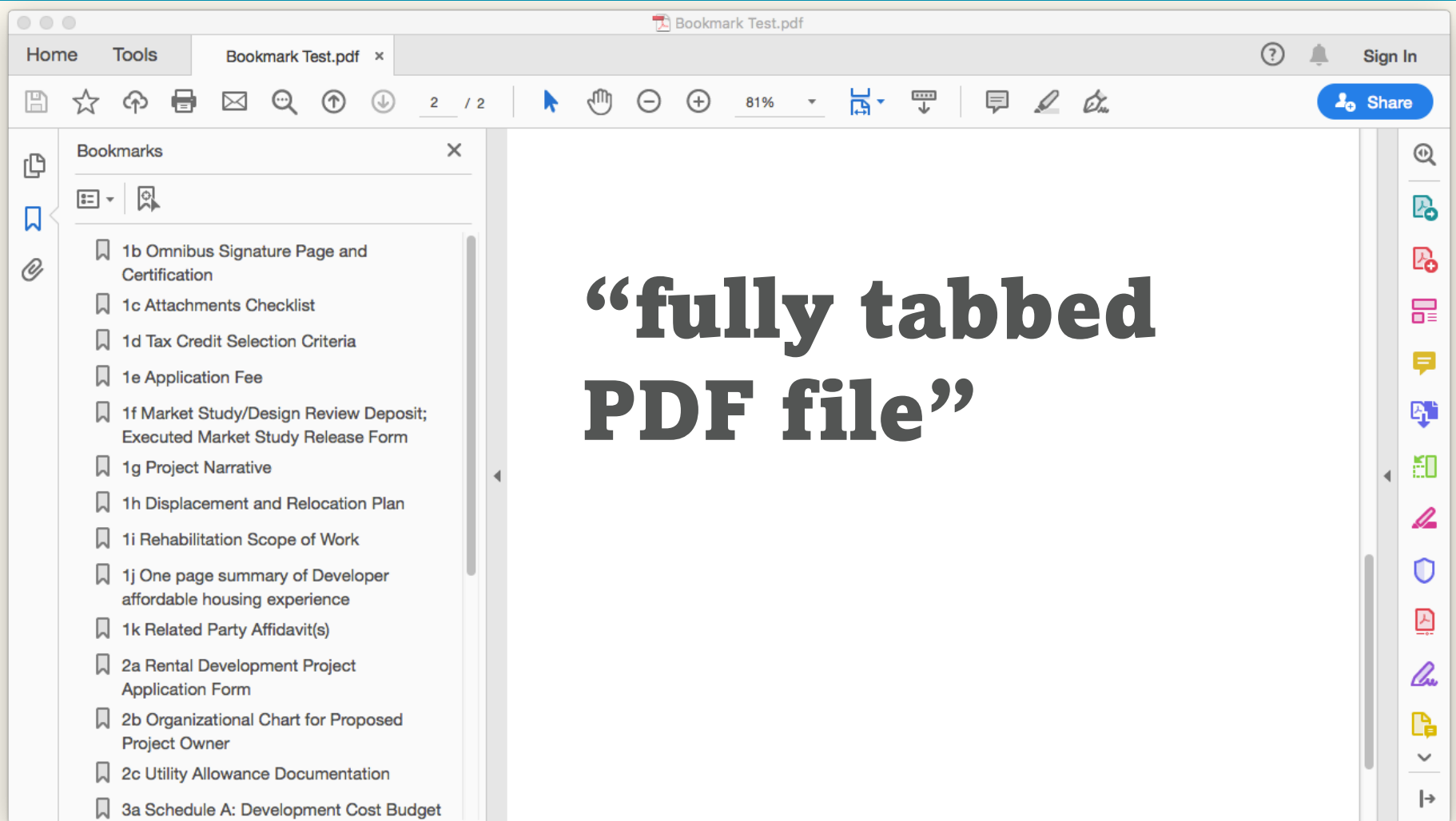
# Poll 2

# Scoring Criterion – No. 12 (3 pts)

## **Complete Application**

- Applications that do not require any deficiency corrections. See Section IV.A.4 in the QAP:
- One omnibus signature page - signed by all General Partners in blue ink and legible scan or electronically signed using a 3<sup>rd</sup> party verified digital signature and converted to pdf
- Uploaded entire application to MFA's file sharing site: [https://mfa.internal.housingnm.org/SFT\\_HD/](https://mfa.internal.housingnm.org/SFT_HD/)
- Current electronic application in excel and fully tabbed pdf that is redacted for PPI; each bookmark must include all documents required for the respective tab
- Do not rely solely on Application Checklist (READ THE QAP)

# Scoring Criterion – No. 12 (cont'd)



# Scoring Criterion – No. 12 (cont'd)

- The following documents are to be uploaded as separate files:
- Market Study
- Appraisal
- Capital Needs Assessment
- Architectural Plans and Specifications

# Poll 3

# Scoring Criterion – No. 13 (2 pts)

## **Commitment to market units to public housing authority waiting lists**

- Include letter to PHA or Tribally Designated Housing Entity committing to market units to their waitlist

# Scoring Criterion – No. 14 (3 or 5 pts)

## **QCT/Concerted Community Revitalization Plan**

- Projects that contribute to a Concerted Community Revitalization (CCR) Plan or are located within ½ mile of a NM-designated Main Street area or State Designated New Mexico Arts and Cultural District eligible for 3 points.
- If the Project meets one of the above criteria and is located in a QCT, it is eligible for 5 points.
- All scattered sites need to be in the CCR/QCT and contribute to the Plan to receive applicable points.



# Scoring Criterion – No 14 (cont'd)

Criterion	Requirement(s)	Criterion Met
<b>Concerted Community Revitalization Plan</b> (3 points for meeting one of three requirements.)	<b>Metropolitan Redevelopment Area</b> A Concerted Community Revitalization Plan is defined as a metropolitan redevelopment plan as defined in NMSA 1978 Section 3-60A-4 prepared and enacted by a local, county or tribal government prior to the Application deadline. For Projects located on sovereign tribal lands, "Concerted Community Revitalization Plan" means a written plan similar in content and affect to a metropolitan redevelopment plan as defined in NMSA 1978 Section 3-60A-4, prepared and enacted by a tribal government prior to the Application deadline, which identifies barriers to community vitality and promotes specific concerted revitalization activities within an area having distinct geographic boundaries.	YES
	Description of the specific housing activity promoted in the plan: Affordable housing in the downtown corridor	
	Page number(s) of the plan describing the specific housing activity promoted: 12	
	<b>New Mexico Designated MainStreet area</b> Is the project located within ½ mile of a New Mexico designated MainStreet area?	
	<b>State-Designated New Mexico Arts and Cultural District</b> Is the project located within ½ mile of a State-Designated New Mexico Arts and Cultural District?	NO
<b>Qualified Census Tract (QCT)</b> (2 points if QCT and above requirement met)	Is the project located within a 2022 QCT?	YES

- Eligible for 5 points if:
- Tab 25a of Application properly completed
  - Describe specific housing activity
  - Insert page number where that housing activity found in the CCRP
- CCRP meets NMSA 1978 Section 3-60A-4 AND
  - (i.e., not merely an affordable housing plan)
- CCRP documentation included in Application

# Scoring Criterion – No. 15 (2 pts)

## **Projects with Units Intended for Eventual Tenant Ownership**

- Cannot be combined with Extended Use Period Points
- Additional requirements for Tenant Conversion Plan

# Scoring Criterion – No. 16 (2 pts)

## **Historic Significance (2 points)**

- Include National Register of Historic Places (Part 1) certification
- If scattered site – at least 10% of GSF of entire Project must be historic building(s)
- If federal Historic Tax Credits are a financing source – NPS Part 2 required at Application

# Scoring Criterion – No. 17 (5 pts)

## **Blighted Buildings or Reuse of Brownfield Site**

### Blighted Building(s):

- Can't be combined with Rehabilitation Criterion
- Blighted Building(s) demolished = 10% of the GSF of entire project
- Determination of blight
- Demolition Budget

### Brownfield:

- Phase II Environmental Assessment
- Remediation Budget
- Scope of work

# Poll 4

# Scoring Criterion – No. 18 (1, 3, 5 pts)

## **Efficient Use of Credits**

- Scoring criterion includes projects that involve substantial rehabilitation or moderate rehabilitation.
- Adaptive reuse is scored as new construction.
- Scoring thresholds and related points vary depending on type of project (see next slide)

# Scoring Criterion 18 – Tribal and PSH

New Construction	<\$21,734/unit	AND	<\$22.46/sq.ft.	=5 Points
	<\$23,907/unit	AND	<\$24.63/sq.ft.	=3 Points
	<\$21,734/unit	OR	<\$22.46/sq.ft.	=1 Points
Substantial Rehab	<\$19,018/unit	AND	<\$19.64/sq.ft.	=5 Points
	<\$20,920/unit	AND	<\$21.56/sq.ft.	=3 Points
	<\$19,018/unit	OR	<\$19.64/sq.ft.	=1 Points
Moderate Rehab	<\$16,300/unit	AND	<\$16.85/sq.ft.	=5 Points
	<\$17,930/unit	AND	<\$18.47/sq.ft.	=3 Points
	<\$16,300/unit	OR	<\$16.85/sq.ft.	=1 Points

# Scoring Criterion 18 – Non-Tribal/PSH

New Construction	<\$20,789/unit	AND	<\$21.48/sq.ft.	=5 Points
	<\$22,867/unit	AND	<\$23.56/sq.ft.	=3 Points
	<\$20,789/unit	OR	<\$21.48/sq.ft.	=1 Points
Substantial Rehab	<\$18,191/unit	AND	<\$18.78/sq.ft.	=5 Points
	<\$20,010/unit	AND	<\$20.63/sq.ft.	=3 Points
	<\$18,191/unit	OR	<\$18.78/sq.ft.	=1 Points
Moderate Rehab	<\$15,592/unit	AND	<\$16.12/sq.ft.	=5 Points
	<\$17,151/unit	AND	<\$17.67/sq.ft.	=3 Points
	<\$15,592/unit	OR	<\$16.12/sq.ft.	=1 Points



# Scoring Criterion No. 19 (4, 6 pts)

## **Non-Smoking Properties**

- Smoke Free at Home program:
  - Platinum certification = 6 points (NC)
  - Gold certification = 6 points (Rehab/Adaptive Reuse)
  - Silver certification = 4 points (All project types)

# Scoring Criterion – No. 20 (2 pts)

## **Adaptive Reuse Projects**

- Commercial space converted to residential rental Units
- In combined new construction and Adaptive Reuse Projects, space converted to Units must account for at least 20 percent of the Project's Gross Square Feet.
  - Schedule A & D for entire Project, for just conversion and for new construction
- Not eligible for Rehabilitation points

# Scoring Criterion – No. 21 (3, 6, 9 pts)

## **Other Scoring Points Available**

- Additional deep income targeting;
- New construction, 35 units or less, no rehab;
- Located in a town with population <16,000;
- Located in a town with no “active” LIHTC projects;
- Preference for active duty, honorably discharged or retired US military veterans.
- Women and Minority Owned Businesses

# New in 2024

- FAQs extended to January 15, 2024
- Application Deadline - January 22, 2024 at NOON
- No compliance affidavit for volunteer board members
- Schedule H – now Schedule of Experience
- Property Management agent review deferred
- Processing Fee and Developer Fee increased
- Supplemental Credits and Credit Swap policies
- 4% TEB:
  - request up to 60% TDC in PAB
  - Average Income set aside permitted
- Short training videos on MFA's website

# 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
- 2024 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 tenant 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



# Poll 5

# Mandatory Design Standards

## MFA 2024 Mandatory Design Standards for Multifamily Housing Part A

The following Design Standards, including the MFA 2024 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 2024 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 Project Owner shall not commence construction on a Project or request disbursements of MFA gap financing prior to receipt of MFA's written approval of complete construction documents. 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 developers may find it beneficial to hire third-party consultants to provide additional review. Each Project Owner and architect will be required to certify at Application that the Project design meets these Design Standards, and at completion will be required to certify that the Project was built in compliance with these Design Standards. The Design Standards have been arranged into three sections: "New Construction," "Rehabilitation," and "Special Projects" and shall be used as applicable for each type of Project or each

# Dates to Remember

## ***2024 Tax Credit Round:***

- FAQs on or before January 15, 2024
- Applications due January 22, 2024 at NOON
- Awards: May 2024
- Carryover Application: November 15, 2024
- Final plan submittal: June 30, 2025
- 10% Test + Evidence of Construction Start ***and Site Control:*** August 31, 2025
- Placed in Service or Final Allocation App: Nov. 15, 2026

*\*\*See LIHTC calendar for additional dates\*\**

# Questions



# MFA 2024 Qualified Allocation Plan

Training Workshop – October 26, 2023

1

Tax Credit Program Overview

2

2023 Round Results

3

2024 QAP Review

4

2024 Application Process

5

Other MFA Sources of Funds

6

Environmental Review Process

7

Tax Credit Compliance & Monitoring

8

Q & A

# 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.

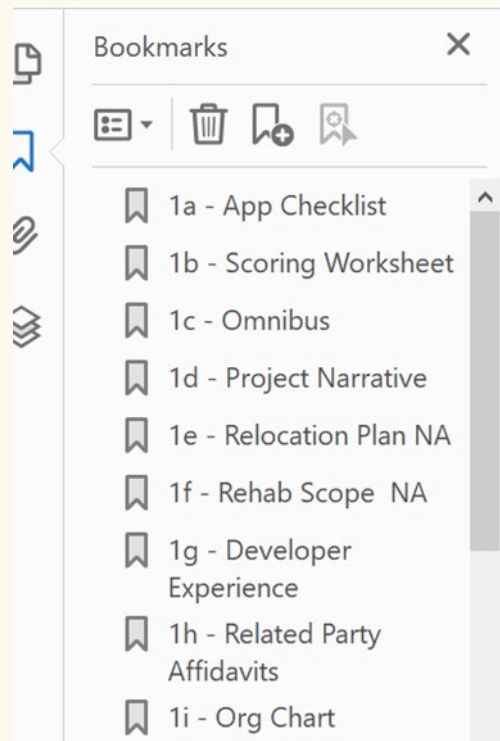
# Application Review

## Universal Rental Development Application

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

# Submittal Format

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



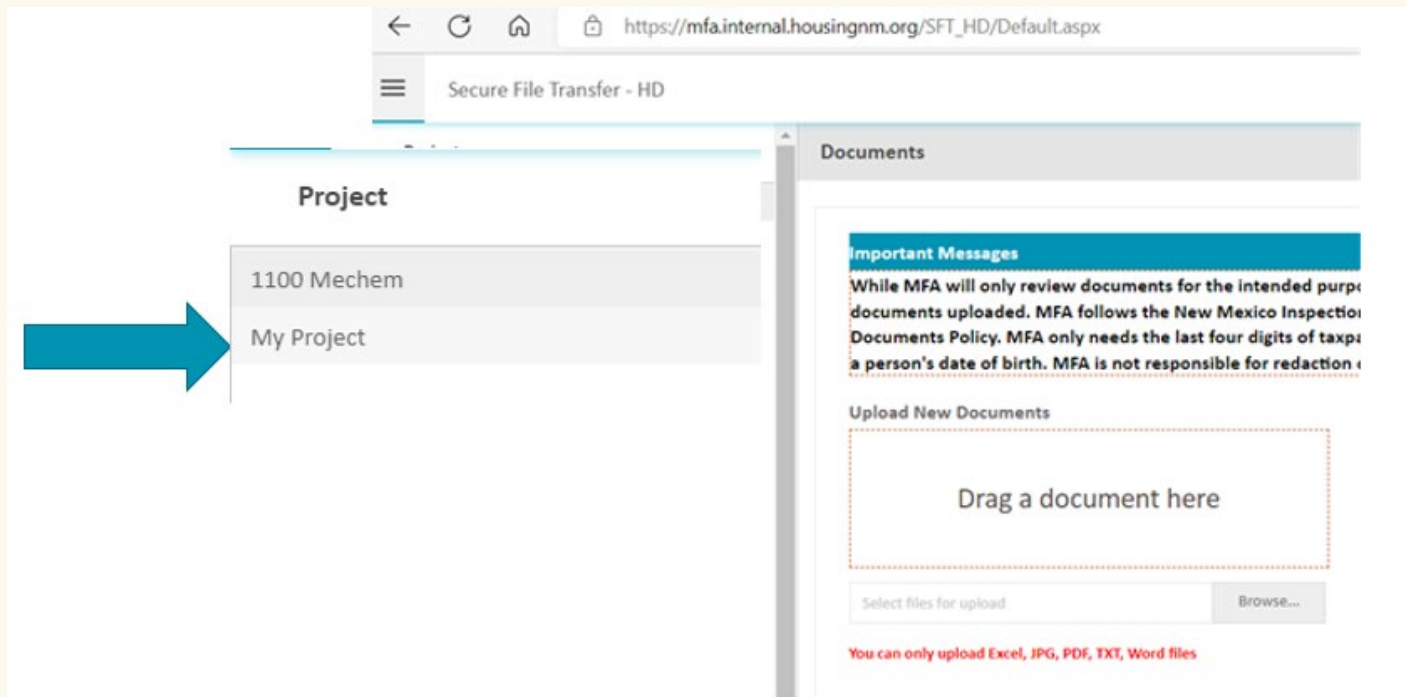


# Submittal Format (cont'd)

- The following documents are to be uploaded as separate files:
- Market Study
- Appraisal
- Capital Needs Assessment
- Architectural Plans and Specifications

# Upload to MFA File Share Site

- Register for account – your project assigned to your account
- [https://mfa.internal.housingnm.org/SFT\\_HD/](https://mfa.internal.housingnm.org/SFT_HD/)



# Application Checklist

## 2024 MFA UNIVERSAL RENTAL DEVELOPMENT APPLICATION

### Attachments Checklist

#### TBD Apartments

*Note that this Attachments Checklist is not an exhaustive list of all items to be included in a submission. Please see the 2024 QAP for additional items that may be required for any LIHTC allocation request.*

#### I. Required Items for all Applicants

Tab #	Document or Schedule Required (Tab #s in blue have provided application materials)	Check if Present	For MFA Use
	<b>Application Fee</b> (\$750 Non Profit; \$1,500 For Profit) Any MFA Loan Product (\$250 each, \$1,000 for Risk Share Program) MFA Loan Product fee is required at application unless the Applicant is also competing in the 9% LIHTC round, in which case MFA Loan fees are required following an award.		
	Design Review Deposit (\$12,000)		
1a	Universal Rental Development Application Attachments Checklist		
1b	LIHTC Project Selection Criteria Scoring Worksheet <i>(if requesting a LIHTC allocation)</i>		
1c	Omnibus Signature Page and Certification		
1d	Project Narrative		
1e	Displacement and Relocation Plan <i>(if applicable)</i>		
1f	Rehabilitation Scope of Work <i>(if applicable)</i>		
1g	One-page summary of Developer affordable housing experience		
1h	Related Party Affidavit(s) <i>(one each for the Developer, Project Owner, General Partner, contractor, consultant(s) and architect)</i>		
1i	Organizational Chart(s) for Proposed Project Owner <b>and any other related party interests among the Development Team</b>		
1j	Applicant's Certification (for review, signature covered in Omnibus)		
1k	Return of Tax Credit Reservation or Allocation (for review, signature covered in Omnibus) <i>(if requesting a 9% LIHTC allocation)</i>		
1l	Compliance Affidavit for each Principal <b>WITH SCHEDULE OF EXPERIENCE</b> (see footnote to QAP Section IV.C.8) - examples to attach to compliance affidavit: HUD Form 2530, MFA Schedule H from previous applications, real estate owned schedule provided to lender		
1l ex	Schedule of experience - Sample of an acceptable form to attach to compliance affidavit at Tab 1l		

# Related Party Affidavit – Tab 1h

## 2023 MFA UNIVERSAL RENTAL DEVELOPMENT APPLICATION

### Related Party Affidavit

#### TBD Apartments

The undersigned certifies there is no "Identity of Interest" (an "Identity of Interest" means any relationship that is based on shared family or financial ties) between or among the Developer, Project Owner, General Partner, consultant(s), builder (general contractor and identified subcontractors), property management agent, architect, attorney and/or accountant that would suggest that one entity may have control over or a financial interest in another. An "Identity of Interest" will be presumed if any of the following factors are present as between or among the above-listed entities: common or shared ownership of any of the above-listed entities; common family members as owners or investors in any of the above-listed entities; common control of the above-listed entities even if the control is not exercised by a common owner or common investor, unless disclosed in writing to MFA and attached to this Related Party Affidavit.

Initial One:

\_\_\_\_\_  
No related party relationships exist between or among the Developer and the Project Owner, General Partner, consultant(s), builder, property management agent, architect, attorney and/or accountant;

OR:

\_\_\_\_\_  
Attached hereto is a list of all related party relationships, including the nature of the relations, between and among the Developer and the Project Owner, General Partner, consultant(s), builder, property management agent, architect, attorney and/or accountant;

\_\_\_\_\_  
Name

\_\_\_\_\_  
Developer - Company Name

\_\_\_\_\_  
Title

# Compliance Affidavit – Tab 11

## 2024 MFA UNIVERSAL RENTAL DEVELOPMENT APPLICATION

*Select role from drop down box in cell below:*

**Compliance Affidavit - Member**

**TBD Apartments**

The undersigned, a "Principal" ["Principal" is defined as an Applicant, any General Partner of an Applicant, and any officer, director, board member or any shareholder, managing member or affiliate of an Applicant. It also includes any entity receiving any part of a developer fee for a Project. For Project compliance purposes, "Principal" would include shareholders with interests of 25% percent or more, all officers of a corporation (including employees but excluding volunteer board members with no financial interest), all General Partners or members], hereby swears and affirms as follows:

The attached schedule of experience is a complete and accurate list of all federally subsidized or Low Income Housing Tax Credit or other federally financed multifamily housing projects in the United States ("Project" or "Projects") in which Principal and/or its related entities and affiliates has a direct or indirect financial interest. An indirect financial interest includes receiving any part of a developer fee for a Project. (See QAP Footnote 6 at Section IV.C.8 for more information.)

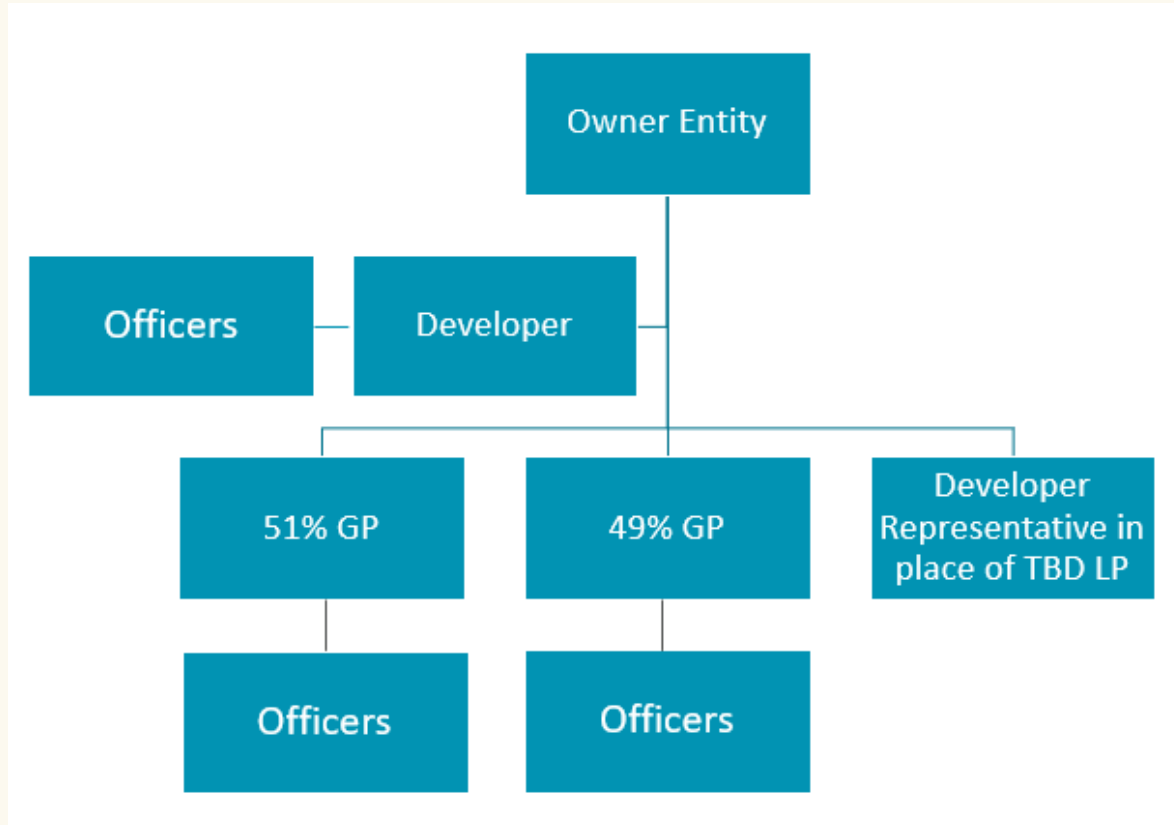
\_\_\_\_\_ Neither Principal, its related entities and affiliates, nor any Project listed on the attached complete schedule of experience of Principal and its related entities and affiliates is in default with respect to any material compliance matter with respect to any Project.

OR:

\_\_\_\_\_ Attached hereto is a list of all material compliance defaults with respect to Principal, its related entities or affiliates, or any Project, together with an explanation of corrective action being taken to resolve such defaults or findings.

# Compliance Affidavit (cont'd)

- Each Principal (see Glossary) must complete and sign



# Schedule of Experience – Tab 11

- Attach to Compliance Affidavit at Tab 11
- 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		

# Schedule of Experience

Sample								
Schedule H: Applicant's Previous Participation Certificate								
Entity Name:			Role in Project:					
Name of signer:			Title of signer:					
Project Name	Project Address	Status of Project	# of Units	Type(s) of Financing	Most recent Compliance Audit	Most recent Physical Inspection	Was Project ever in Default During your participation?	List any Co-Developers or Consultants
					Date:	Date:		
					Agency:	Agency:	If "Yes" attach	
					Rating:	Rating:	explanation	
					Date:	Date:		
					Agency:	Agency:	If "Yes" attach	
					Rating:	Rating:	explanation	
					Date:	Date:		
					Agency:	Agency:	If "Yes" attach	
					Rating:	Rating:	explanation	
					Date:	Date:		
					Agency:	Agency:	If "Yes" attach	
					Rating:	Rating:	explanation	
					Date:	Date:		
					Agency:	Agency:	If "Yes" attach	
					Rating:	Rating:	explanation	
					Date:	Date:		
					Agency:	Agency:	If "Yes" attach	
					Rating:	Rating:	explanation	
					Date:	Date:		
					Agency:	Agency:	If "Yes" attach	
					Rating:	Rating:	explanation	



# 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		
<b>Subsidy, Period of Affordability - Use Restriction</b>		
Will project use project-based rental assistance subsidies?	<input type="text" value="No"/>	No. of Units: <input type="text" value="0"/>
Will project accept Section 8 vouchers or certificates?	<input type="text" value="Yes"/>	
<b>Low Income Housing Tax Credit Applications:</b>		
Project owner irrevocably commits to an Extended Use Period of	<input type="text" value="35 years.*"/>	At least 30 years
*Includes 15 yr. compliance period		

# Application Form

## Application Errors

### SECTION III: Description of Project (Continued)

#### Income, Rent and Occupancy Restrictions:

The minimum Federal set-aside (for Federal Tax Credit or Risk-Sharing projects only) is:

40% of Units at 60% of Area Median Income

Note that only Low income units as determined by the Project's Set Aside Election are eligible for Tax Credits. For example, if the 20/50 Election is chosen, only Units that are rent restricted and set aside for tenants whose income does not exceed 50% of Area Gross Median Income are qualified as Low Income Units. See QAP §II.E.

#### List overall RENT & INCOME restrictions (including Units to be requested as Employee Units after PIS)

# Units	Designated Rent & Income Limit at:	%	of the area median income
	Designated Rent & Income Limit at:	20	of the area median income
3	Designated Rent & Income Limit at:	30	of the area median income
20	Designated Rent & Income Limit at:	40	of the area median income
20	Designated Rent & Income Limit at:	50	of the area median income
17	Designated Rent & Income Limit at:	60	of the area median income
	Designated Rent & Income Limit at:	70	of the area median income
	Designated Rent & Income Limit at:	80	of the area median income
0	Market rate units (If employee unit here, Applicable fraction will be reduced. Include them above.)		
60	Total Rental Units		

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
Number of handicap accessible units:		3
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

# 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

9% Project Developer fees\* may not exceed:

- First 30 low-income Units - \$23,000 per Low Income Unit, plus
- LI Units 31-60 - \$20,500
- LI Units 61+ - \$18,000
- Total Developer Fee limited to lesser of:
  - \$2M calculated as above or 14% TDC

\*Further reduction when there is an identity of interest between buyer and seller.



# Poll 6

# Developer Fee Calculation

14%\* of Total Development Costs

\*Excludes:

- Donated land
- Waived fees
- Developer fees, consultant fees
- Reserves
- Acquisition cost (between parties with identity of interest)

# Developer Fee Calculation

9% Project with 72 Total Units, 60 Low Income Units

\$23,000 per Low Income Units 1-30

30 Low Income Units

---

\$690,000 Plus:

\$20,500 per Low Income Units 31-60

30 Low Income Units

---

\$615,000

\$690,000 + \$615,000 = \$1,305,000 Developer Fee

\$16,388,500 Total Development Costs – affordable units

x 14% Maximum Fee Percentage

---

\$2,294,390 Developer Fee

# 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.

# Schedule A/D Columns

'Round figures to nearest dollar							FEDERAL HTC REQUESTS ONLY		
							RESIDENTIAL COSTS ONLY		
							ACQUISITION	REHAB/ NEW CONSTRUCTION	Rehab/NC Projects: enter entire NC + Rehab amount in column to the left and enter rehab amount here.
							BASIS	BASIS	
ACQUISITION COSTS									
Land Acquisition	390,000								
Building Acquisition	500,000						500,000		
Other (a)	-								
<b>SUBTOTAL</b>							890,000	500,000	-
Trade Item	Total Cost [A] <sup>(1)</sup>	Commercial [B]	Residential [C]	30% HTC Basis [D]	70% HTC Basis [E]	NC/Rehab Breakout	TGAGOR'S COST BREAKDOWN		
<b>Demolition</b>							-	-	-
<b>Accessory Structures</b>							-	-	-
<b>Site Construction</b>							1,574,206	-	1,574,206
Earth Work	310,163	28,197	281,966		281,966	211,475	-	1,574,206	1,180,655
Site Utilities	432,325	39,302	393,023		393,023	294,767	-	7,532,689	-
Roads & Walks	585,012	53,183	531,829		531,829	398,872			
Site Improvements	290,996	26,454	264,542		264,542	198,407	-	-	-
Lawns & Planting	113,131	10,285	102,846		102,846	77,135	-	-	-
Unusual Site Conditions							9,106,895	-	9,106,895
<b>Sub-total: Site Construction</b>	<b>1731627</b>	<b>157421</b>	<b>1574206</b>	<b>0</b>	<b>1574206</b>	<b>1180655</b>			

70% HTC should include entire 70% Eligible Basis. Extra column is for information to calculate Developer Fee split.

# Accounting Costs

- Where should the accounting cost be entered?

11	Other (b)	-					
12	SUBTOTAL	2,254,440	-	2,254,440	-	2,254,440	-
13	<b>PROFESSIONAL SERVICES/FEEES</b>						
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

<b>SOFT COSTS</b>						
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 <sup>(3)</sup>	1-BR	2-BR	3-BR		
Net Sq. Ft./Unit	650	875	1,200		
Number of Units	19	20	21		
Gross Monthly Rent/Unit <sup>(1)</sup>	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 <sup>(3)</sup>	1-BR	2-BR	3-BR		
Net Sq. Ft./Unit	700	900	1,300		
Number of Units	9	10	10		
Gross Monthly Rent/Unit <sup>(1)</sup>	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		

# “Non-Revenue Manager Unit” on 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.

LIHTC Units	Restricted Units at			60%	of Median Income		
Number BR/Unit Type <sup>(3)</sup>		1-BR	2-BR	3-BR			Totals
Net Sq. Ft./Unit		650	875	1,200			53,300
Number of Units		20	20	19			59
Gross Monthly Rent/Unit <sup>(1)</sup>		900	1,080	1,246			
Minus: Utility Allowance		75	93	114			
Net Monthly Rent/Unit		825	987	1,132			
Annual Rental Income (All Units)		198,000	236,880	258,096			692,976

Non-Revenue Manager	Restricted Units at			60%	of Median Income		
Number BR/Unit Type <sup>(3)</sup>		1-BR	2-BR	3-BR			Totals
Net Sq. Ft./Unit				1,200			1,200
Number of Units				1			1
Gross Monthly Rent/Unit <sup>(1)</sup>							
Minus: Utility Allowance							
Net Monthly Rent/Unit							
Annual Rental Income (All Units)							

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

# Schedule B Rent Schedule

## Land Use Restriction Unit Count: 60 Units

- Obtain a letter from Asset Management for approval of management units.

All Units	Total All Units (From All Sources Above)						
Number BR/Unit Type	ALL 0 BDRMS	ALL 1 BDRMS	ALL 2 BDRMS	ALL 3 BDRMS	ALL 4 BDRMS	ALL 5 BDRMS	Totals
Net Sq. Ft./Unit		13,000	17,500	24,000			54,500
Number of Units		20	20	20			60
Gross Monthly Rent/Unit <sup>(1)</sup>							
Minus: Utility Allowance							
Net Monthly Rent/Unit							
Annual Rental Income (All Units)		198,000	236,880	258,096			692,976
Units Receiving Rental Assistance (from all sources above)							

All units will be considered “LIHTC units” on LURA; “management units” are considered “common area”, not residential units. This allows for flexibility if the property requires additional units in the future or management household size changes.

# 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] <sup>(1)</sup>	Commercial [B]	Residential [C]	30% HTC Basis [D]	70% HTC Basis [E]	NC/Rehab Breakout
<b>Demolition</b>						
<b>Accessory Structures</b>						
<b>Site Construction</b>						
Earth Work	281,966		281,966		281,966	
Site Utilities	531,829		531,829		531,829	
Roads & Walks	531,829		531,829		471,829	
Site Improvements	264,542		264,542		264,542	
Lawns & Planting	102,846		102,846		102,846	
Unusual Site Conditions						
<b>Sub-total: Site Construction</b>	<b>1574206</b>	<b>0</b>	<b>1574206</b>	<b>0</b>	<b>1514206</b>	<b>0</b>

# 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
<b>INCOME</b>				
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	<b>TOTAL INCOME</b>		<b>525,089</b>	<b>8,751</b>

Explain Other Income

# Schedules

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

Prior Year Operating Expenses - REHABILITATION PROJECTS ONLY				
Project Name:	0			
	Total Units	60	Total	Per Unit Cost
<b>INCOME</b>				
	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
<b>VE EXPENSES</b>				
	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
	<b>SUBTOTAL ADMINISTRATIVE EXPENSES</b>		<b>104,980</b>	<b>1,750</b>
<b>UTILITY EXPENSES</b>				
	Fuel (Heat and Water)			0



# 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.	<b>Other Costs (List)</b>		
	Hard Costs Only - (i.e., divisions not included above)		
	Not Additional Information to Enter Into Schedule A - see below		
	<i>Sub-total: Other Costs</i>	0	
VII.	<b>TOTAL SCHEDULE D HARD CONSTRUCTION COSTS</b>	0	
	(1) Sum of Columns B and C.		
	<b>ADDITIONAL INFORMATION TO ENTER INTO SCHEDULE A:</b>		
	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:

<b>PROVIDE THE COST OF THE FOLLOWING AMENITIES:</b>	
---	--

<i>Not required if the application requests no MFA loans <b>and</b> 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 – read carefully

	<input type="checkbox"/> No	At least 20% of the residential units in this development are rent-restricted and to be occupied by households with incomes at 50% or less of area median income; or
40@60%	<input type="checkbox"/> No	At least 40% of the residential units in this development are rent-restricted and to be occupied by households with incomes at 60% or less of area median income; or
Average Income	<input type="checkbox"/> No	At least 40% of the residential units in this development are rent and income restricted and the average income limit for all tax credit units in the Project is at 60% or less of area median income; or
	<input type="checkbox"/> No	Deep rent skewing option as defined in Section 42

# Questions



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# Other MFA Sources of Funds

## 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

## **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

## Ventana Fund

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

# Other MFA Sources of Funds

## Primero

- Primero is funded through MFA's Housing Opportunity Fund
  - Maximum Loan: \$3,500,000 or funds available at the time of application
- Funding high-risk projects and priority is giving to MFA's Primero Selection Preference:
  - 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

## 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 - \$3,000,000
  - Permanent - \$2,000,000
- 2-year construction period and up to a 40-year term

# Other MFA Sources of Funds

## **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

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Tim Martinez

Development Loan Manager

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# 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.

# Poll 7

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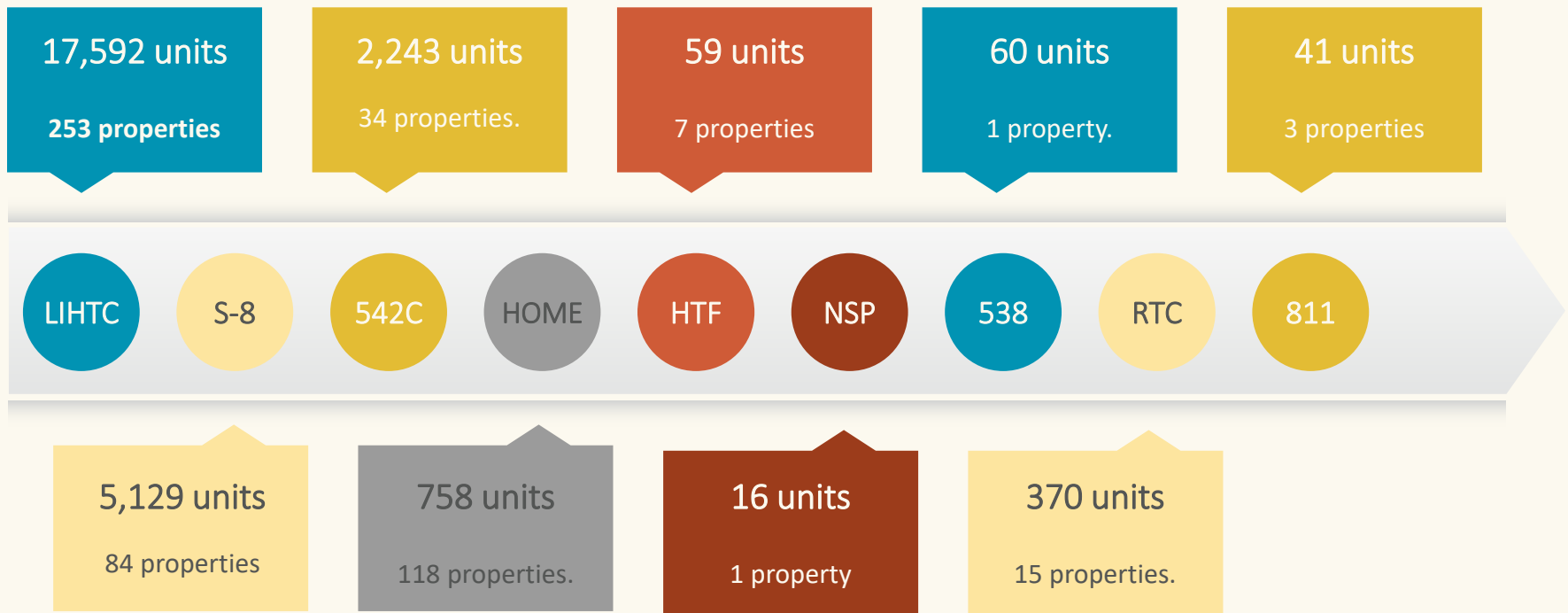
Tax Credit Compliance & Monitoring

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Q & A

MFA's asset management department is responsible for compliance audits and physical site inspections for more than 300 properties totaling over 18,000 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.

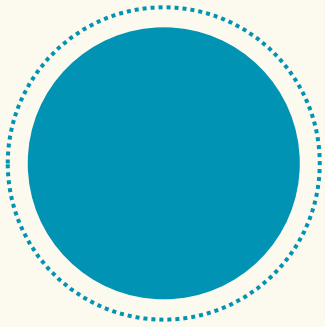
## TCEP/RTC/ USDA 538/NSP

ON SITE: Annually.

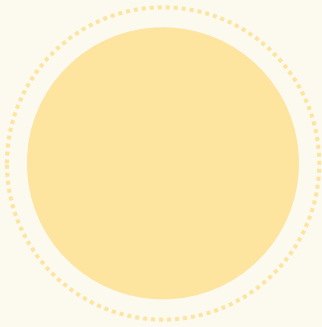
# Utility allowance methods

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

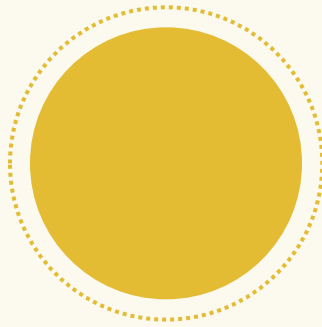
Acceptable methods to calculate utility allowances:



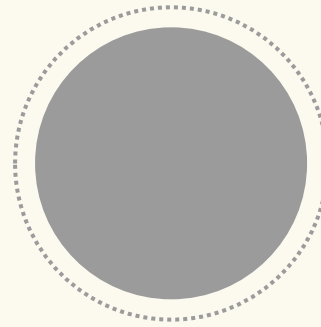
HUD UTILITY  
SCHEDULE MODEL



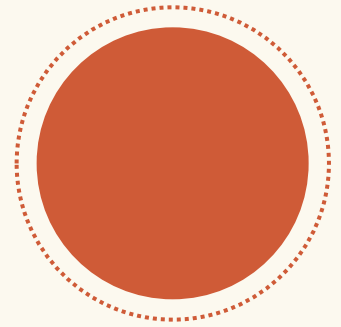
MULTIFAMILY  
HOUSING



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 31<sup>st</sup>.
- 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 31<sup>st</sup>.

## 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.

# Questions



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Q & A

LIHTC Fundamentals can be viewed  
at:

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



# Questions



# More Questions?

[housingnm.org/developers](https://housingnm.org/developers)

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

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