

WASHINGTON COUNTY CDA  
 SELF-SCORING WORKSHEET  
 2021 and 2022 LOW INCOME HOUSING TAX CREDIT PROGRAM

Development Name

Address/City

Owner Name

**MINIMUM THRESHOLD REQUIREMENTS**

All Round 1 applicants for 9% LIHTC must meet one of the following threshold types. Please check one box to indicate the threshold type your project will serve. **The threshold requirements do not apply to 4% LIHTC applications.**

- New construction or substantial rehabilitation of projects in which, for the term of the extended use period (term of the Declaration of Land Use Restrictive Covenants), at least 75% of the total tax credit units are single room occupancy, efficiency or one bedroom units which are affordable by households whose income does not exceed 30% of area median income.
- New construction or substantial rehabilitation of family housing projects that are not restricted to persons who are 55 years of age or older and in which, for the term of the extended use period (term of the Declaration of Land Use Restrictive Covenants), at least 75% of the tax credit units contain two or more bedrooms and at least one-third of the 75% contain three or more bedrooms.
- Substantial rehabilitation projects in neighborhoods targeted by the city for revitalization.
- Projects that are not restricted to persons of a particular age group and in which, for the term of the extended use period (term of the Declaration of Restrictive Covenants), a percentage of the units are set aside and rented to persons:
  - With a serious and persistent mental illness, defined in Minnesota Statutes section 245.462, subdivision 20, paragraph (c);
  - With a developmental disability as defined in United States Code, Title 42, Section 6001, paragraph (5), as amended;
  - Who have been assessed as drug dependent persons as defined in Minnesota Statutes section 254A.02, subdivision 5, and are receiving or will receive care and treatment services provided by an approved treatment program as defined in Minnesota Statutes section 254A.02, subdivision 2;
  - With a brain injury as defined in Minnesota Statutes section 256B.093, subdivision 4, paragraph (a); or
  - With permanent physical disabilities that substantially limit one or more major life activities, if at least 50% of the units in the project are accessible as provided under Minnesota Rules, Chapter 1341.
- Projects, whether or not restricted to persons of a particular age group, which preserve existing subsidized housing, if the use of tax credits is necessary to (1) prevent conversion to market rate use or (2) remedy physical determination of the project which would result in loss of existing federal subsidies.
- Projects financed by Rural Development, which meet statewide distribution goals.

**WASHINGTON COUNTY CDA THRESHOLD REQUIREMENTS**

All applicants for 4% and 9% LIHTC must meet the following additional threshold requirements. Check boxes below to indicate the acceptance of these requirements.

- The owner agrees not to refuse to rent a unit to a tenant because that tenant has a Section 8 Tenant-Based Housing Choice Voucher (HCV) and that language prohibiting discrimination based on HCV status will be included in the extended use agreement.
- The owner agrees to provide high speed internet access via installation of all appropriate infrastructure and connections for cable, DSL, or wireless/data internet service to every unit.

The owner agrees to institute and maintain a written policy prohibiting smoking in all the units and common areas within the building(s) of the project. The project must include a non-smoking clause in the lease for every household.

**1. SELECTION PRIORITIES**

Place an "X" to the left of the descriptions below to indicate selection and/or preference priority points expected. The Agency will determine actual points to be awarded, based on the application and the documentation submitted. All applicants for 9% LIHTC will be scored competitively against other applications received. All applicants for 4% LIHTC with tax exempt volume limited bonds must meet a minimum score of 30 points.

	Points Claimed	Agency Awarded
<b>1.A. Strategically Targeted Resources (Up to 10 points)</b>		<b>0</b>

- Points are awarded to new construction projects that have received all land use and zoning approvals at the time of application. (5 points)
- Points are awarded to new construction projects that will utilize existing sewer and water lines without substantial extensions. (5 points)
- OR
- Points are awarded to rehabilitation projects that are part of a Community Development Initiative. (5 points)

<b>1.B. Economic Integration (5 <del>10</del> points)</b>		<b>0</b>
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Points are awarded to projects located in higher income communities and close to employment, in the following census tracts:

<input type="checkbox"/> 701.05	<input type="checkbox"/> 704.03	<input type="checkbox"/> 707.03	<input type="checkbox"/> 710.12	<input type="checkbox"/> 711.02
<input type="checkbox"/> 701.06	<input type="checkbox"/> 704.04	<input type="checkbox"/> 707.04	<input type="checkbox"/> 710.13	<input type="checkbox"/> 712.06
<input type="checkbox"/> 702.03	<input type="checkbox"/> 704.05	<input type="checkbox"/> 709.06	<input type="checkbox"/> 710.14	<input type="checkbox"/> 712.07
<input type="checkbox"/> 702.04	<input type="checkbox"/> 704.06	<input type="checkbox"/> 709.09	<input type="checkbox"/> 710.15	<input type="checkbox"/> 712.08
<input type="checkbox"/> 702.05	<input type="checkbox"/> 705.01	<input type="checkbox"/> 710.01	<input type="checkbox"/> 710.16	<input type="checkbox"/> 712.09
<input type="checkbox"/> 702.06	<input type="checkbox"/> 705.02	<input type="checkbox"/> 710.06	<input type="checkbox"/> 710.17	<input type="checkbox"/> 713
<input type="checkbox"/> 703.01	<input type="checkbox"/> 706.01	<input type="checkbox"/> 710.1	<input type="checkbox"/> 710.18	<input type="checkbox"/> 714
<input type="checkbox"/> 703.03	<input type="checkbox"/> 706.02	<input type="checkbox"/> 710.11	<input type="checkbox"/> 711.01	
<input type="checkbox"/> 703.04	<input type="checkbox"/> 707.01			

<b>1.C. Transit Oriented Development (Up to 7 points)</b>		<b>0</b>
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Points are awarded to projects located within walking distance to public transit stations and stops. (5 points)

- Project is located within 1/2 mile radius of a completed or planned Gold Line, Rushline, or Red Rock corridor transit station.
- Project is located within 1/2 mile radius of a bus route stop or park and ride.
- Project is located in a municipality not served by public transit.

Additional points are awarded to projects which include transit oriented design features. (2 points for one or more features)

- Project meets only the minimum parking stall requirements under local zoning requirements.
- Project incorporates walkable or bikeable connections to station/stop areas.
- Project maximizes the site density to the maximum allowed under local comprehensive plan requirements.
- Project includes specific programming which results in a reduction in the local minimum parking requirements.

<b>1.D. Community Priority Locations (5 points)</b>		<b>0</b>
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	Points Claimed	Agency Awarded
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Points are awarded to projects located on property owned by the Agency, Washington County, or a municipality in Washington County at the time of application.

**1.E. QCT / Revitalization (1 point) 0**

A point is awarded to projects that are located in a Qualified Census Tract and are part of a concerted plan that provides for community revitalization consistent with the definition described as a Community Development Initiative.

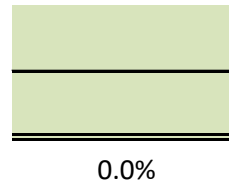
**1.F. Readiness to Proceed (Up to 15 points) 0**

Points are awarded to projects that have secured funding commitments for permanent funding sources or have no funding gap at the time of application.

The calculation below must exclude all first mortgage financing and anticipated LIHTC proceeds from the current credit request. Committed syndication proceeds from previously reserved housing tax credits may be included in the calculation.

Acceptable documentation of syndication proceeds is an executed agreement or letter of intent from a syndicator/investor which is acceptable to the Agency. The executed agreement or letter of intent must: (1) be current and dated within 15 days of application; (2) contain a projected closing date; (3) contain a projected equity price for the purchase of the credits; and (4) contain a detailed explanation of the assumptions being used by the syndicator/investor to arrive at the projected equity price.

Total eligible funding secured, awarded or committed (exclude first mortgage and syndication proceeds as described above)  
 Divided by Total Development Cost less first mortgage and excluded syndication proceeds  
 Equals percentage of funds committed, rounded to the nearest tenth



- \_\_\_\_\_ 70.1% or more of gap funds committed or no gap (15 points)
- \_\_\_\_\_ 50.1 - 70.0% of gap funds committed (10 points)
- \_\_\_\_\_ 30.1 - 50.0% of gap funds committed (6 points)
- \_\_\_\_\_ 10.1 - 30.0% of gap funds committed (2 points)

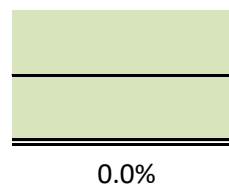
**1.G. Federal / State / Local / Philanthropic Contributions (Up to 10 points) 0**

Points are awarded to projects that are receiving contributions from a governmental unit, area employer and/or a private philanthropic, religious or other charitable organization.

To receive these points, the primary financing proposed must meet the Agency's underwriting standards and demonstrate to the sole satisfaction of the Agency that the development can remain financially feasible for the duration of the housing tax credit use period.

Identity of interest exclusion: Contributions from any part of the ownership entity will be considered general partner cash and excluded from the calculation unless the contributions are awarded by local units of government or nonprofit charitable organizations pursuant to a funding competition.

Total federal/state/local/philanthropic contributions  
 Divided by Total Development Cost  
 Equals percentage of funding from contributions, rounded to the nearest tenth



Points Claimed	Agency Awarded
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- ~~10.1% - 20.1%~~ and above of total development cost (10 points)
- ~~6.6 - 10.0%~~ ~~10.1 - 20.0%~~ of total development cost (6 points)
- ~~3.0 - 6.5%~~ ~~5.1 - 10.0%~~ of total development cost (4 points)

**1.H. Intermediary Costs (Up to 6 points) 0**

Points are awarded to projects with the lowest cost of intermediaries on a sliding scale based on percentage of Total Development Cost. Percentages will be enforced at issuance of IRS Form 8609.

Total intermediary costs

Divided by Total Development Cost

Equals percentage of costs toward intermediaries, rounded to the nearest tenth



- ~~0 - 15.0%~~ of total development cost (6 points)
- ~~15.1 - 20.0%~~ of total development cost (3 points)
- ~~20.1 - 25.0%~~ of total development cost (2 points)
- ~~25.1 - 30.0%~~ of total development cost (1 point)

**1.I. Rental Assistance (5 points) 0**

Points are awarded to projects that enter into a cooperatively developed housing plan to provide rental assistance (e.g. Section 8 Housing Choice Vouchers, Shelter Plus Care, Housing Support program, or other similar, rental assistance programs approved by the Agency) to meet the existing need as evidenced at application by a letter of intent signed by both the applicant and the Agency or similar entity. **The applicant agrees to continue this commitment for a minimum of 10 years.**

Note: If points are claimed/awarded, then no points may be claimed/awarded from the preference priority category of "Serves Lowest Income Tenants/Rent Reduction" for the same units. Points cannot be claimed/awarded under the Rental Assistance priority if points are claimed/awarded for the same units under the "Preservation of Federally Assisted Units" preference priority.

**1.J. Elderly / Assisted Housing (10 points) 0**

Points are awarded to projects that increase the supply of elderly and/or assisted housing units in cities underserved or not previously served by housing tax credits for elderly housing and where there is a demonstrated need for elderly and/or assisted housing.

**1.K Housing for People with Disabilities (up to 10 points) 0**

Points Claimed	Agency Awarded
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Points are awarded to projects that commit LIHTC units for occupancy by people with disabilities. Applicants must submit a Minnesota Housing People with Disabilities Narrative and Letter of Confirmation Local Human Services Department both signed by Washington County Community Services. For more details contact Sarah Tripple at 651-430-6480 or Sarah.Tripple@co.washington.mn.us

Note: Points claimed for this criterion cannot be for the same units as those claimed for Ending Homeless.

- Sets aside 5% to 14.99%, but no fewer than 4 LIHTC units (7 points)
- Sets aside 15% to 25%, but no fewer than 7 LIHTC units (10 points)

1.L. Ending Homelessness (Up to ~~20~~ 15 points) 0

Points are awarded to projects that commit LIHTC units for occupancy by households experiencing homelessness. Projects must receive support first from Heading Home Washington and then written support from the Suburban Metro Area Continuum of Care (SMAC). Applicants claiming points for providing homeless units will be required to fill those units through the Washington County Homeless Coordinated Entry system and must take priority list applicants scoring 3 or above on the assessment tool. Projects also must provide suitable supportive services combined with the housing for occupancy by homeless households. In addition to the SMAC letter of support, applicants must submit a Minnesota Housing Supportive Housing Narrative and Letter of Confirmation Local Human Services Department both signed by Washington County Community Services. For more details contact Sarah Tripple at 651-430-6480 or Sarah.Tripple@co.washington.mn.us

Points claimed for this criterion cannot be for the same units as those claimed for Housing for People with Disabilities.

\* Please note that requests must be made in advance; Heading Home Washington meets the second Wednesday of the month and SMAC meets the third Friday of the month.

- Sets aside 5% to 9.99%, but no fewer than 4 LIHTC units (~~7~~ 5 points)
- Sets aside 10% to 49.99%, but no fewer than 7 LIHTC units (~~10~~ 7 points)
- Sets aside 50% or more, but no fewer than 20 LIHTC units (~~20~~ 10 points)

Additional points are awarded to projects that provide suitable housing combined with supportive services for occupancy by homeless households. The applicant must provide a written commitment from an appropriate social service agency to provide support services. (5 points)

1.M. Eventual Tenant Ownership (1 point) 0

A point is awarded to projects that present a financially viable plan to transfer 100% of the LIHTC unit ownership from the initial ownership entity to tenant ownership, after the end of the 15-year compliance period.

1.N. Long Term Affordability Commitment for ~~TEB Only~~ (Up to 10 points) 0

Points Claimed	Agency Awarded
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Applicants seeking 9% tax credits through Washington County's competitive application process are not eligible to claim points through this Long Term Affordability priority. Only applications seeking 4% tax credits for use in conjunction with tax exempt volume limited bonds are eligible to claim points through this priority.

Points are awarded to 9% tax credit projects that agree to extend the long-term affordability of the project and maintain the duration of low-income use beyond the required minimum of 30 years.

The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provisions would permit the owner to terminate the restrictions under the extended use agreement at the end of the compliance period in the event the Agency does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and the owner also agrees the Section 42 income and rental restrictions must apply for a period of years selected below beginning with the first day of the compliance period in which the building is a part of a qualified low-income housing project.

- Extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 35 years (5 Points)
- Extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 45 years (10 Points)

Points are awarded to 4% tax credit projects that agree to extend the long-term affordability of the project and maintain the duration of low-income use beyond the required minimum of 20 years.

The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provisions would permit the owner to terminate the restrictions under the extended use agreement at the end of the compliance period in the event the Agency does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and the owner also agrees the Section 42 income and rental restrictions must apply for a period of years selected below beginning with the first day of the compliance period in which the building is a part of a qualified low-income housing project.

Points are awarded to projects that agree to Extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 25 years (5 Points)

The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provisions would permit the owner to terminate the restrictions under the extended use agreement at the end of the compliance period in the event the Agency does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and the owner also agrees the Section 42 income and rental restrictions must apply for a period of 30 years beginning with the first day of the compliance period in which the building is a part of a qualified low income housing project.

Points are awarded to projects that agree to Extend the long-term affordability of the project and maintain the duration of low-income use for a minimum of 30 years (10 points)

The owner agrees that the provisions of IRC 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provisions would permit the owner to terminate the restrictions under the extended use agreement at the end of the compliance period in the event the Agency does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and the owner also agrees the Section 42 income and rental restrictions must apply for a period of 25 years beginning with the first day of the compliance period in which the building is a part of a qualified low income housing project.

Points Claimed	Agency Awarded
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## 2. PREFERENCE PRIORITIES

Points obtained through Preference Priorities will be included in the application's score and will be used to break ties in overall scoring for the competitive selection of applicants, as detailed in Section 9.2.

### 2.A. Previous Housing Tax Credit Reservation (30 points)

0

Points are awarded to projects that have a prior reservation of housing tax credits, were not fully funded in a previous round, and require additional housing tax credits to make the project feasible.

### 2.B. Preservation of Affordable Housing (20 points)

0

Points are awarded to projects that preserve low-income housing receiving assistance under Section 8 or Section 236 which, due to mortgage prepayments or expiring rental assistance contracts, would convert to market rate use. The Agency in its sole discretion must agree that a market exists for conversion to market rate housing.

Points are awarded to projects that preserve the rent and income restrictions under an existing housing tax credit extended use agreement which, due to expiring affordability periods or proposed qualified contract application, would convert to market rate use. The Agency in its sole discretion must agree that a market exists for a conversion to market rate housing.

### 2.C. Stabilization of Affordable Housing (5 points)

0

Points are awarded to projects with existing federally assisted units or previously funded by tax credits or deferred loans from the Agency or another public entity, that are not also claiming points in the other Preservation categories which are experiencing trouble with occupancies and/or net revenues which need to be stabilized. Applicants must provide narratives to support the approach of a planned, long term, and cost effective stabilization that meets all of the following criteria.

Applicants must provide narratives to support the approach of a planned, long term and cost effective stabilization that meets all of the following criteria:

i) Suitability for long term stabilization

- a) 15 or more years have passed since initial loan closing or most recent tax credit placed in service date; and
- b) Operating feasibility shows duration of at least 20 years; and
- c) ISG vote to confirm collaborative funder commitment and feasibility of the development's stabilization proposal;

AND

ii) Collaborative relationship in place; points claimed and deemed eligible in following selection priorities:

- a) Financial Readiness to Proceed, minimum of 6 points; and
- b) Federal/Local/Philanthropic Contributions, minimum of 8 points;

AND

iii) Affordability and Cost Effectiveness

- a) Points claimed and deemed eligible in Serves Lowest Income Tenants/Rent Reduction preference priority.

### 2.D. Serves Lowest Income Tenants (Up to 15 points)

0



Points Claimed	Agency Awarded
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Points are awarded to projects that serve the lowest income tenants without the use of rental assistance and that agree to maintain the deeper rent structure **for the duration of the Declaration through the housing tax credit use period**. This selection will restrict rents only at limit(s) claimed.

Applicants may choose either Option 1 or 2, and in addition, Option 3 ~~and/or Option 4~~ for the project.

**Option 1** - A project in which 100% of the HTC unit rents are at the Washington County 50% HUD area median rent limit (50% rent restricted units). (10 points)

OR representing [redacted] Units

**Option 2** - A project in which at least 50% of the HTC units rents are at the Washington County 50% HUD area median rent limit (50% rent restricted units). (5 points)

AND representing [redacted] Units

**Option 3** - In addition to either option 1 or 2, a project which further restricts the rents of all the units identified in Option 1 or 2 to the 50% HUD area median rent limit for a minimum of 10 years after the last placed in service date for any building in the property (Additional 3 points)

AND representing [redacted] Units

**Option 3** - In addition to either option 1 or 2, a project which further restricts 30% of the above restricted units to the Washington County 30% HUD area median rent limit (30% rent restricted units). (Additional 5 points)

representing [redacted] Units

All rent restricted units must meet the 50% or 30% area median rent for a minimum of five years after the last placed in service date for any building in the property. After the five year period has expired, rent may be increased to the 60% or 40% rent limit, respectively, over a three year period with increases not to exceed the amount listed in the table below, provided that more restrictive threshold, selection priority or funding requirements do not apply.

YEAR	30% of 50% Rent Levels	30% of 30% Rent Levels
1-5	30% of 50%	30% of 30%
6	30% of 53%	30% of 33%
7	30% of 57%	30% of 37%
8	30% of 60%	30% of 40%

The Agency will incorporate these restrictions into the Declaration of Land Use Restrictive Covenants. The applicant must demonstrate to the sole satisfaction of the Agency that the project can achieve these reduced rents and remain financially feasible per Section 42(m)(2) of the Code. Points are contingent upon financial plans demonstrating feasibility, positive cash flow on a 15-year pro forma, and gaining Agency management approve (for management, operational expenses, and cash flow assumptions).

Unacceptable Practices (Up to -25 points)

0

Points are subtracted by the Agency, as a penalty, for unacceptable practices as identified in the Agency's Procedural Manual.

Points Claimed	Agency Awarded

**TOTAL POINTS****0****CERTIFICATION**

Under penalty of perjury, the Applicant hereby certifies the information provided in this Self-Scoring Worksheet is true and accurate.

By:

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*Signature*


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*Print or type name and title of signatory*

Of:

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*Name of Managing Member/General Partner*

Date:

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Note: During the competition process, the Agency's review of the submitted Self-Scoring Worksheet for Selection Points is only to validate that the points claimed are eligible, to reduce points claimed if not eligible, and to determine points awarded. The Agency will not award additional points which are not initially claimed by the Applicant/Developer. Many performance obligations are created by the claiming of certain scoring points. As such, the Agency cannot and will not assume the position of creating any such performance obligations on behalf of the Applicant/Developer.