



Low Income Housing Tax Credit Workshop for 2019 Applicants

*October 26, 2018, 9:30-11:30am
VHFA Board Room*

1. Review of application and approval process
 - a. Review thresholds
 - b. Evaluation criteria
 - c. No changes to 2019 Qualified Allocation Plan (QAP)
2. Supportive Services
 - a. Guidance on Housing Access Reporting Tool (HART) form and changes
 - b. Guidelines for supportive housing and targeted homeless units
3. Items changing in 2019
 - a. Tax credit supplement of common application
 - b. Universal Design
 - c. Operating costs review
 - d. Income Averaging
4. Questions, comments or discussion?

List of Attachments:

1. Evaluation Checklist
2. Proposed timeline for 2020 QAP updates
3. Housing Access Reporting Tool: <https://acd.vermont.gov/housing/resources-rules/EO-03-16>
4. Guidelines for Proposing Targeted Units to People who Need Supportive Services
5. Suggested elements of a Supportive Housing MOU
6. Tax credit supplement of common application
7. Universal Design policy
8. Operating Costs memo

VHFA Housing Credit 2018 Evaluation Checklist

Project Name		Location	
Sponsor		Non Profit? Y/N	
Total Units		Pre App Mtg Date	
LIHTC Units		Site Visit Date	
Credit Type		Application Received Date	
Construction Type		LOI Date	
State Credit Amount		Reservation or Binding Commit	
Minimum Set-Aside Election		Carryover:	
		8609	
Thresholds	Yes	No	Waiver
VHFA LIHTC Application form is complete, including VHFA LIHTC Application form is complete, including all required attachments (elevations, zoning letter, site control, etc) and payment of required fees.			
Meets the basic occupancy and rent restrictions, inc. Green Building and Design Standards.			
Applicant has established the need & demand (i.e. market feasibility) for the type and cost of housing that is being proposed.			
Reservations will be based upon the experience and capacity of the project team.			
Developer's Fee / Consultant Fees in the budget does not exceed the program limits.			
Builder's Profit / Overhead / General Requirements in the budget complies with Allocation Plan limits.			
Applicant must agree to perpetual rent & income restrictions, and may provide a right of first refusal to a nonprofit to purchase the property as described in the Allocation Plan.			
C.N.A for lesser rehabilitation projects.			
Mixed income development; under 20 unit project: none/20-49, 5% of units/ 50+, 10 of units over 60%			
Project is planned to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside			
If new construction, in market with vacancy less than 5%			
Universal Design elements used			
15% units for homeless in portfolio			
Appraisal submitted and meets Standards			
Evaluation Criteria			
Projects that are in a designated Downtown, a Village Center or Neighborhood Development Area will receive five checkmarks; projects that support Downtowns or Village Centers or Neighborhood Development Areas by virtue of their location (i.e. that are within a reasonable walking distance from these areas) will receive four checkmarks. A map outlining the Downtown / Village Center / Neighborhood Development Area and the location of the project must be included with the application. Projects located in a Dense Infill Site will receive two checkmarks			
Projects whose tenancy/type has a majority of the total units two bedroom or larger and are available for General Occupancy will receive five checkmarks. Projects that are for General Occupancy and are of any market-appropriate unit size distribution will receive four checkmarks. Projects that are age-restricted for senior occupancy (and are of any market-appropriate unit size distribution) will receive one or three checkmarks, based on the robustness of the service package offered. Service Enriched Housing will receive three checkmarks. Staff will evaluate all service plans that fall between these two levels and will assign one or three checkmarks accordingly			
Any project that provides Supportive Housing units for the homeless or at risk of homelessness at the proposed project (or within the Sponsor's existing portfolio, that are not already dedicated to be Supportive Housing) equal to 25% of the Housing Credit units proposed will receive four checkmarks			
Projects that can demonstrate the ability to serve households earning no more than 30% of the area median gross income (AMGI) by having at least 25% of the total units in the project receive 'new' project-based-rental assistance will receive three checkmarks. ('New' meaning the PBRA is not already at the occupied development, nor is being transferred from another occupied project). Projects that have existing project-based rental assistance on at least 25% of the total units at the project will receive one checkmark. Both types of projects also serve individuals/families on Public Housing waiting lists.			
Projects of 20 units and over that have no fewer than 20% of the units in the development unrestricted as to income and rents, or else restricted to households above 60% of the area median gross income, will receive two checkmarks. For developments of under 20 units, a single unit that is either unrestricted or restricted above 60% will similarly receive two checkmarks			
Projects with Access to Public Transportation will receive two checkmarks			
Projects that propose the removal of Blight will receive two checkmarks. The construction of new affordable units as replacement housing for units damaged or destroyed in a declared natural disaster area in the same municipality affected by that disaster will similarly receive two checkmarks			
Existing projects that are Federally Subsidized and At-Risk will receive two checkmarks			
Projects that utilize the Historic Rehabilitation Tax Credit as described in the Internal Revenue Code Section 47(a)(2) will receive one checkmark			
Projects that will be constructed to and certified as meeting either Passive House Construction standards or Net Zero construction standards will receive one checkmark			
Projects that are Highly Ready-To-Proceed to construction will receive one checkmark			
Projects intended for Eventual Tenant Ownership will receive one checkmark			
Projects that are in a town that has market need & demand but has been undeserved historically in having its affordable housing needs met will receive one checkmark			

2020 – 2021 QAP Revisions Timeline

Nov 2018 – Jan 2019	2020-2021 QAP comments from public welcome and compiled.
Jan - Feb 2019	Tax credit applications due.
April 2019	Application round; Board action and awards (estimated month based on number of applications anticipated to be received).
May - Jun 2019	2020-2021 QAP comments from public welcome and compiled; VHFA Staff will publish drafts of some VHFA-proposed changes for public consideration and discussion.
Jul - Aug 2019	Draft 2020-2021 QAP published; public hearing.
Sept 2019	VHFA Board action to approve 2020-2021 QAP; approval by Governor.

Housing Access Reporting Tool



DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Please describe your efforts and initiatives to give homeless populations access to housing you develop or own.

The reporting period for these questions is the most recently concluded State Fiscal Year, July 1 through June 30

Name of Housing Organization [required field]

Reporting Period

State Fiscal Year 2018

Part I: Housing Serving the Homeless

Glossary

Clear Form

1. How many units of permanent affordable housing are in your portfolio? [required field]
 - 1a. How many of these units are currently occupied by households who were experiencing homelessness at the time of application for the unit?

Calculated percentage of units serving formerly homeless
2. During the reporting period how many new move-ins occurred into permanent housing units by households experiencing homelessness? (July 1 through June 30)
3. Please quantify any non-permanent units/beds in your portfolio that served the homeless during the reporting period.

Transitional Housing Units	<input type="text"/>
Seasonal	<input type="text"/>
Emergency Shelter Beds	<input type="text"/>
Other	<input type="text"/>

Please Describe:
4. What tools and strategies are you employing to achieve the goal of increasing access to permanent housing units to those experiencing homelessness?

Part II: Available Units & Evictions

Clear Form

5. How many households experiencing homelessness applied for permanent housing units?
6. How many permanent housing units in your portfolio turned over?
 - 6a. How many of those units were rented to households experiencing homelessness at time of application?
7. How many **new** permanent units did your organization bring on line during the reporting period?
 - 7a. How many of the new units were rented to formerly homeless households?
8. In the case of homeless households who applied but were not selected for tenancy, what were the most common reasons for denial?

Lacked services to ensure successful tenancy	<input type="text"/>	Poor rental history	<input type="text"/>
Lacked sufficient income or rental subsidy	<input type="text"/>	Incomplete application	<input type="text"/>
Lack of credit history	<input type="text"/>	Declined available unit	<input type="text"/>
Poor credit history	<input type="text"/>	Could not be contacted	<input type="text"/>
Criminal record ineligibility	<input type="text"/>	Other	<input type="text"/>
9. How many formerly homeless households moved out of one of your apartments during the past 12 months? (excluding evictions)
10. How many households did your organization evict during the past twelve months?
11. Describe any eviction prevention measures that you take for residents of your housing.

Part III: Collaborations and Services

Clear Form

12. How do you participate in your region's homeless Continuum of Care? (select all that apply)

- Formally member of Continuum
- Participate in regular meetings
- Participate in strategic planning meetings

12a. Are you involved in your Continuum's Coordinated Entry system? [Please Choose]

13. Are there formal agreements in place with your local homeless shelter or homeless service provider? [Please Choose]

13a. If so, please list the names of the organizations.

14. (Optional) Describe any major challenges you have had successfully housing households experiencing or at risk of homelessness.

15. (Optional) Is there anything else you would like to tell us about your organization's efforts to serve families and individuals experiencing homelessness in your region?

Thank you for completing the Housing Access Reporting Tool. Once you are ready to submit the completed form either click the "Submit Form" button to launch your default e-mail application. Alternatively, save, attach and e-mail the completed form to Shaun Gilpin, Housing Policy Specialist at the Department of Housing and Community Development.

shaun.gilpin@vermont.gov
(802) 828-1346

Submit Form

Guidelines for Proposing Targeted Units to People who Need Supportive Services (including homeless set-asides)

When applying for Low Income Housing Tax Credits that will target units to people who will be offered supportive services, including units targeted to people experiencing homelessness, be prepared to answer the following questions as a part of the underwriting process:

1. List the organizations who will be referring eligible applicants to the project and describe how the referral process will work.
 - a. *Best practice:* Build into an existing system such as the local coordinated entry system (for people experiencing homelessness). Connect with local Agency of Human Services (AHS) Field Services Directors to learn more.
2. Show the unmet need in the region for supportive housing for the target population.
 - a. *Best practice:* Use most recent Point In Time figures. Talk with local homeless shelters to get statistics of need by population. Use existing waiting lists of nearby housing (if available).
3. Who will determine eligibility for homelessness or at-risk of homelessness, and how will it be documented?
 - a. *Requirement:* Use HUD definition (page 1), as stated in the Qualified Allocation Plan (QAP), and recordkeeping requirements (page 2).
 - b. *Best practice:* Rely on a trusted service provider with experience determining homeless and at-risk eligibility, such as for Shelter Plus Care or other similar programs.
4. VHFA will be considering the quantity and appropriateness of services offered, based on the intended target population. Identify the services that will be available to tenants and how they will likely be successful with this population. Ideally we'd like to know the programs that fund those services. This doesn't need to be formalized in an MOU at application stage, but there should be enough discussion between housing and service provider that VHFA can assess the services proposed.
 - a. *Requirement:* Services offered must be voluntary. If a tenant is abiding by the terms of his/her lease, there should be no requirement to participate in services.
 - b. *Best practice:* Have an MOU with one or more service providers that is reviewed annually. The suggested elements of an MOU and a sample MOU are available online. At a minimum we require a letter of support from each partner service agency describing the relationship with the project.
5. For homeless-targeted units that are proposing to place targeted units in other portfolio developments other than the one currently being applied for, provide an inventory of existing developments and how many units are already supportive housing to show that the new units are additive to the agency's supportive housing units.
 - a. *Requirement:* Include: development name, total units, number of already supportive housing units, and additional targeted units being proposed. Also, portfolio housing

being proposed must be in acceptable proximity to the new development (ie, within the same market or county).

6. For homeless-targeted units, describe the management company's connection to the Continuum of Care (if any).
7. For homeless-targeted units, explain how you anticipate balancing applications from at-risk and literal homelessness.
8. List any options there are to assist with tenant rent if there is no project-based assistance for targeted units.
9. For projects proposing to participate in the local Coordinated Entry process:
 - a. What's the history of your organization's participation? Such as, how long have you participated, in what capacity, and are there committees where your agency is represented?
 - b. How will your organization participate in the data sharing component of Coordinated Entry?
 - c. What be the process if no one from the Coordinated Entry waiting list is eligible for the targeted units?
10. For projects considering a Master Lease model:
 - a. *Requirement:* A master lease is signed by the landlord and the service agency for a term of 6 months or longer. The service agency in turn would sign a lease or occupancy agreement with a tenant for a least 6 months or longer. (Some landlords require the tenant to sign a lease also.) Both leases must specify all requirements of the tax credit program and any additional requirements of the landlord. The tax credit lease must include a lease addendum for Violence Against Women Act.
 - b. *Best practice:* We recommended participants start with the HUD Model Lease. It is highly recommended each lease include tax credit requirements (including income and rent restrictions, student rules, accessible units, increase in income, transfers, adding new members, fair housing, optional fees etc), lead paint addendum and attach house rules (including smoking and pet policies). A sample Master Lease is available online.
11. For projects considering a SASH model:
 - a. *Requirement:* Proof that the new SASH units are additive to the state's inventory of supported units.
 - b. Is the proposed project site-based, community complex, or mixed?
 - i. *Best practice:* When targeting units to people who are homeless and using the SASH program to provide services, the site-based model is preferred because community complex and mixed models require individual tenants enroll in Medicare for SASH funding.

Suggested Elements of a Supportive Housing MOU

(Last updated October 2018)

1. Parties and arrangement:
 - a. Is this between a Developer and Service Agency or a Developer, Service Agency and Property Manager?
 - b. What are the number of units covered and address of the units?
 - c. Population Served / Housed: (Who is targeted for these units? Who is eligible if there aren't enough of the targeted population? Who is a service priority? What does the tenant selection process look like?)
 - d. What is the overall intent of the Supportive Housing project?
2. Definitions: How are key terms tied to eligibility and services defined?
3. Tenant Eligibility:
 - a. What are the key tenant selection criteria, including income qualifications?
 - b. What factors would result in the denial of an application?
 - c. What are the roles of the parties as it relates to tenant referrals and determining tenant eligibility?
 - d. How will homeless or at-risk of homelessness status be determined and documented?
4. What are the Roles and Responsibilities of the Partners?
 - a. What are the roles and responsibilities of the service provider, sponsor/owner and management agent?
 - b. What thresholds must be communicated? (Missed rent payments?) (How many days late?) (Complaints by neighbors, others?)
 - c. Do partners use a Release of Information? (If not, how is communication relating to the tenant addressed?)
 - d. How are "excellent" or "frequent" communication defined/quantified?
 - e. What are expectations around crisis intervention? (In the middle of the night or on weekends, who gets called and when?) (What's the expectation of a response by the service agency?)
 - f. How will tenant complaints be resolved?
 - g. How will the affirmative fair housing marketing plan address the targeted population?
5. Specific scope of services being offered:
 - a. What is the initial frequency of service contacts and how may this change over time? What triggers a change?
 - b. Who determines what services are offered? An initial assessment? An Individual Service Plan agreed to by tenant? Other?
 - c. What staffing level and coverage will be provided?
 - d. Are there any goals or parameters about size of the caseloads for the service provider?
 - e. Which services will be provided directly by social services agency and which through referral?
 - f. Where will services be provided? In the unit or somewhere else in the community?
 - g. How long will services be available to the tenant if they remain in the program? Is there an end point other than if they don't need them anymore?
 - h. How will clients transition to another caseload, if necessary, due to funding reductions?
6. After care:

- a. What's the definition of when services will end because the tenant no longer needs them? If tenant no longer wants to participate in on-site services but is compliant with all aspects of the lease, can they remain in the unit?
- b. What's the threshold for service intervention after the tenant has stopped participating in the program? How do they re-engage with services if they were doing well but begin to struggle?
- c. What happens if the tenant "fires" the service provider?

7. Funding:

- a. What is the funding source for services?
- b. How sustainable is the funding source?
- c. What are expectations around obtaining new, continued or additional funding?

8. Management of the MOU

- a. What is the start date and duration of the MOU?
- b. What is the process for review, renewal and amendment of the agreement terms?
- c. Will it be reviewed by all parties at least biennially?
- d. How will MOU or relationship complaints be resolved?

**VHFA FEDERAL HOUSING CREDIT APPLICATION &
VERMONT STATE AFFORDABLE HOUSING TAX CREDIT**

APPLICATION SUPPLEMENT

Syndication Information

Provide information below concerning syndication and estimated proceeds from sale of Housing Credits.

Anticipated *equity* proceeds from:

Housing Credit \$ _____ Historic Credit \$ _____ State Credit \$ _____

When will the equity proceeds be invested?

	<u>Date</u>	<u>Amount</u>
1st Capital Contribution	_____	\$ _____
2nd Capital Contribution	_____	\$ _____
3rd Capital Contribution	_____	\$ _____
4th Capital Contribution	_____	\$ _____

Please describe the event that triggers the payment of each capital contribution.



(Provide additional attachments if more room is needed.)

Type of Offering (check one) _____ Public _____ Private

Type of Investors (check one) _____ Individuals _____ Corporations

Name of Fund _____

Name of Syndicator _____ Telephone (____) _____

Address _____ State _____ Zip _____

Previous Experience of General Partner or Developer

List all projects in which the developer(s), general partner(s), or any parent subsidiaries, affiliates, or wholly-owned corporations have recently been involved (including all projects located in other states, if applicable):

Name of Project/Location

Status of Project

Indicate which, if any, of these projects have had **IRS Form 8823** (Low-Income Housing Credit Agencies Report of Non-compliance) issued and also indicate any projects that are, or have been, the subject of litigation regarding a reservation or allocation of Housing Credits.

Please indicate any instances in which the General Partner or developer have been the subject of any **Fair Housing complaints**, and any **Fair Housing judgments** that have been issued against the developer or General Partner.

Acquisition of Existing Buildings

How many buildings will be acquired for the project? _____

Are all the buildings currently under control for the project?

_____ Yes _____ No

If no, how many buildings are under control for the project? _____

When will the rest of the buildings be under control for acquisition? _____

List Buildings Under Control Address(es) of Building	Type of Control (Option or Purchase Contract)	Exp. Date of Control Document	Number of Units	Cost of Building
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Is the seller of the property a non-profit, governmental entity or quasi-governmental entity?

_____ Yes _____ No

Did the seller use state or federal subsidies or subsidized financing to acquire, build or rehabilitate the property?

_____ Yes _____ No

Building(s) acquired or to be acquired with Buyer's Basis

_____ Determined with reference to Seller's Basis _____ Not Determined with reference to Seller's Basis

Notification of Local Official

All proposed allocations must be reviewed by the chief executive officer of the appropriate political jurisdiction. Please provide the name of the local political jurisdiction (city, village or town) in which the project will be located and the name and address of the mayor or town board chairperson.

Name of Political Jurisdiction _____

Name of Chief Executive Officer _____

Title _____

Address _____ City _____

Zip Code _____ Telephone (____) _____

Type of Low-Income Housing Tax Credit Requested

1. Check appropriate box.

_____ New Construction _____ Rehabilitation

_____ Acquisition/
Rehabilitation _____ Acquisition with 10-year
waiver from Federal Agency

2. Is the project financing being federally subsidized (e.g. Rural Development)?

_____ Yes _____ No

3. Is this project in a Qualified Census Tract or Difficult Development Area?¹

_____ Yes _____ No

Does this project contribute to a concerted community revitalization plan?

_____ Yes _____ No



(If Yes, please provide documentation.

4. Is the project intended for eventual tenant ownership?

_____ Yes _____ No

If yes, please explain the ownership structure (e.g. cooperative, condominium, lease purchase program) and attach documentation that indicates what type of future tenant ownership will be incorporated into this project:

Indicate the number of units for which supportive services for the homeless or at risk of homelessness will be provided:

At project site	Within sponsor's portfolio	Total units

Does the project meet Passive House or Net Zero construction standards? If so, please describe.



Submit a copy of the supportive service plan and supportive service budget.



Submit a copy of the Homeless Access Reporting Tool (HART) form for the most recently completed fiscal year. The form should report the current percentage of homeless units within the Sponsor's portfolio.



If project is "Highly Ready to Proceed" as described in the QAP, please provide documentation.

Application Fee

Total Amount of Annual Housing Credit Requested \$ _____



\$250 Application Fee is due upon submission of Application. In addition, a Reservation Fee equal to 4% of the annual credit is due upon the issuance of the Reservation Certificate.

The Application Fee must be included with the Application. The corresponding Reservation Fee will be calculated and due upon issuance of the Reservation Certificate. Make all checks payable to: Vermont Housing Finance Agency, P.O. Box 408, Burlington, VT 05402-0408. For information about application fees and refunds, see Section M of the HC Program Summary.

Compliance monitoring fees will be collected starting in the first year the credits are claimed.

Minimum Set-Aside Election

The Owner must irrevocably elect **one** of the following Minimum Set-Aside Requirements.

_____ At Least 20% of the rental residential units in this development are rent- restricted and to be occupied by individuals whose income is 50% or less of area median income.

_____ At Least 40% of the rental residential units in this development are rent- restricted and to be occupied by individuals whose income is 60% or less of area median income.

_____ Deep Rent skewing option as defined in Section 42 of the IRS Code.

Housing Credit Applicant's Submittal Letter

Applicant's Name: _____

Federal Housing Credit:

The undersigned (the Applicant) hereby applies to Vermont Housing Finance Agency (VHFA) for Reservation of the Housing Credit (HC) in the (annual) amount of \$ _____ pursuant to Section 42 of the Internal Revenue Code of 1986, as amended, and the U.S. Department of Treasury Housing Credit Regulations. (IRC Section 1.42). Submitted with this completed Application is a check (or letter of credit) in the amount of \$ _____ in accordance with the fee schedule noted in the HC Application.

The applicant acknowledges that no allocation of Housing Credit authority (including Carryover Allocations) will be issued until the ownership entity has been legally created. Assignment Carryover Allocation or Reservation can only be made with the prior approval of VHFA.

The Applicant states that, based on current facts, circumstances and expectations, the proposed development will comply with all applicable requirements under Section 42 of the Internal Revenue Code of 1986, as amended, and U.S. Department of Treasury Regulations. The undersigned, being duly authorized, hereby certifies that the information set forth in this Application and the accompanying schedules and in any attachments in support hereof is true, correct, and complete to the best of his/her knowledge and belief. The Applicant hereby covenants to comply with all HC requirements imposed by federal and state law, rule, or regulation.

Allocation of HC Authority shall be issued only upon completion of all required HC applications, documents, and certifications, and upon verification that the proposed HC project has been Placed in Service. VHFA offers no advice or opinion as to the Applicant's compliance with said legal and financial requirements, and no guarantee that the applicant or the proposed HC project will ultimately qualify for a Housing Credit.

The undersigned agrees that VHFA and the State of Vermont will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities, whatsoever nature or kind (including, but not limited to attorney's fees, litigation and other court costs, amounts paid in settlement, amounts paid to discharge judgment, and any loss from judgment from Internal Revenue Service) directly or indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of such Housing Credit allocation request.

State Affordable Housing Tax Credit:

The Applicant in addition hereby applies to VHFA for a Reservation of the Vermont Affordable Housing Tax Credit in the (annual) amount of \$ _____, pursuant to 32 V.S.A. Chapter 151, Subchapter 11 I, Section 5930 u.

In witness whereof this Applicant has caused this application to be executed in its name on this _____ day of _____ 20__.

By: _____
Its Duly Authorized Agent

Title

Universal design is an approach to design that works to ensure products and buildings can be used by virtually everyone, regardless of their level of ability or disability. The term "universal design" was coined by the late Ronald L. Mace, a fellow of the American Institute of Architects. "The universal design concept increases the supply of usable housing by including universal features in as many houses as possible," he said, "and allows people to remain in their homes as long as they like."

Recognizing that Vermont communities and housing developments tend to be small, and that in many communities there are few rental opportunities and there may only be one or two affordable housing developments, ~~this QAP~~ **VHFA** will strive to make all funded projects physically accessible to all current and future occupants, no matter what stage of ~~their life they are in~~. We want our residents to be able to age or remain in place through any temporary or permanent disability and to be able to be an active member of their community and to be visited by their friends and neighbors.

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Vermont has rules around "adaptable" and "visitable" housing, but many of the rules do not apply to smaller buildings, and may not require a toilet facility or accessible entrance on the first floor. Nationally, a home is considered fully visitable when it meets at least ~~these~~ three basic requirements:

- One zero-step entrance and an accessible entrance pathway;
- Doors with 32 inches of clear passage space (which is required in Vermont);
- One useable bathroom on the main floor.

The intent of VHFA's Universal Design policy is ~~to attempt to raise the standards meet the to~~ national standards for visitability for all funded units and add additional functional amenities.

~~This QAP will~~ **VHFA** requires ~~where possible~~ that all projects and units meet the Vermont Access Rules for being "adaptable" and "visitable". This predominantly affects residential buildings with 1-3 units, that otherwise would not be considered a "covered multifamily dwelling unit", and some buildings with historic habilitation that may be asking for a waiver from the Vermont Access Rules.

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~~Projects that believe they cannot feasibly meet this requirement may ask for a waiver of this threshold based on cost, space or rehab features. Projects seeking a waiver will be expected to do what is feasibly possible such as designing entrances or a toilet facility in such a way that it can be lived in or visited by people who may have trouble with steps or who use assistive devices such as wheelchairs or walkers.~~

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In addition all projects shall attempt to provide as many elements of "Universal Design" as possible and shall indicate what they are able to provide on the attached checklist.

A modified Vermont Access Rules Annex V. Table for Adaptable and Visitable [Act 88] Dwelling Units ~~showing this application for purposes on the QAP follows~~ is included in this policy as follows.

~~In addition all projects shall attempt to provide as many elements of "Universal Design" as possible and shall indicate what they are able to provide on the attached checklist.~~

Also when reviewing proposals for age restricted senior housing, greater preference will be given to projects that include at least five of the eight following elements:

1. Flush transitions or ADA accessible transition strips between flooring types
2. 5 foot roll in showers in the majority of residential units
3. Automatic door openers at main building entrances
4. 5' accessible turning radius in all bathrooms
5. Removable kitchen and bath cabinets for wheelchair accessibility
6. Handrails on both sides of corridors
7. 5' wide corridors
8. Slip resistant flooring

Qualified Allocation Plan Universal Design

Vermont Access Rules and Adaptable & VISIBLE Standards for Dwellings can be found at:

http://firesafety.vermont.gov/sites/firesafety/files/files/rules/dfs_rules_accessamended-current.pdf

QAP Modified - Vermont Access Rules Annex V. Table for Adaptable and VISIBLE [Act 88] Dwelling Units

[Black = required by Vermont law. Red = additional standards for LIHTC applicants.]

Use	Adaptable	Visible [Act 88]	Accessible Entrance	Notes
four or more dwelling units served by an elevator	all units		all units	any altered elements, spaces or features in existing construction must be adaptable
four or more dwelling units not served by an elevator	all ground floor units	all other units	all ground floor units	any altered elements, spaces or features in existing construction must be adaptable
four or more dwelling units, not served by an elevator, with units that contain more than one story	all single floor units; QAP Standard: the primary level of a multi-story unit shall contain access to a bathroom or powder room* where possible	all units	5 % or at least one unit (meeting the state accessibility standards); QAP Standard: all other ground floor entrances shall be accessible where possible*	QAP Standard: * provide an explanation of why unit entrances or toilet facilities cannot be made adaptable or added for more unit functionality; what modifications will be made to accommodate persons using walkers or canes
three or less dwelling units	QAP Standard: all ground floor units	all units	QAP Standard: all ground floor units	
QAP Standard: three or less dwelling units, with units that contain more than one story	QAP Standard: all single floor units; the primary level of a multi-story unit shall contain access to a bathroom or powder room* where possible	all units	QAP Standard: all other ground floor entrances shall be accessible where possible*	QAP Standard: * provide an explanation of why unit entrance or toilet facilities cannot be made adaptable or added for more unit functionality; what modifications will be made to accommodate persons using walkers or canes

~~• Provide an explanation for any units that cannot meet the above QAP required Adaptable and Visible Standards and whether a variance is needed.~~

~~• Provide explanation on any units seeking a variance from any required Federal and State standards.~~

• Complete the attached check list on universal design features and indicate to which units they apply and rational for not considering the option

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Universal Design Checklist (adapted from AARP Livable Communities Checklists)

It is the intent of this checklist to provide guidance on elements of Universal Design that can be added to provide additional functionality for residents and visitors of funded units. These design elements would be offered in addition to what is already required by state and federal law.

	Units with these options. %-Number of units in the project with these options	Variance explanation. Can items be easily added?
General Elements		
36-inch-wide entry door with lever-style handle		
Adequate non-glare lighting inside and outside entries		
Easy-touch, rocker-style light switches at top and bottom of stairs, 42 inches off floor		
Electrical outlets 18 inches off the floor		
Low pile or hard non-slip surface flooring		
D-shaped or pull-style cabinet and drawer handles		
Entrances & Exits to Building and Unit Checklist		
Accessible path into building and unit from parking to accessible parking spaces		
At least one no-step entry into the house building and unit with ADA threshold doorway		
Ample and level maneuvering room in entryway		
Covered entrance to protect from inclement weather		

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	Units with these options. %Number of units in the project with these options	Variance explanation. Can items be easily added?
Shelf near entrance to put packages while opening and closing door		
Lighted doorbell at an easily reachable height		
High-visibility house-unit numbers		
Railings on above grade porches		
Slip-resistant walkways and entryways		
If steps are required can they accommodate persons with walkers <u>At least one entrance must accommodate persons with walkers</u>		
(duplicate – deleted) Handrails on both sides of steps		
Stairways & Halls Checklist (Common Areas Only)		
Handrails on both sides of stairs, interior and exterior <u>Handrails on both sides of interior and exterior steps/stairs</u>		
Deep stair treads, to accommodate entire foot (12" with 1" nosing) <u>in non-elevator buildings</u>		
Den & Living Room Checklist		
36-inch-wide doors for easy access, or pocket doors		

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	Units with these options. %Number of units in the project with these options	Variance explanation. Can items be easily added?
Kitchen Checklist		
Multi-height, rounded-edge countertops or access to a work surface to enable residents to work standing or seated		
Clear counter space next to sink and all appliances		
Easy access storage, such as pull-out pantry or adjustable-height shelving		
Non-glare task lighting over sink, stove, and work areas		
Anti-scald faucet with lever-style handle or limits on hot water temperature		
D-shaped or pull-style cabinet and drawer handles		
Provide space for an ADA refrigerator		
Built-in storage space for easy-access and removable recyclables and trash		
<u>Designated space for easy-access and removable recyclables, trash and compost to ensure barrier free space.</u>		
Front-loading washer and dryer, stacked or on raised platform to reduce bending, with accessible controls on front		

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	Units with these options. %Number of units in the project with these options	Variance explanation. Can items be easily added?
Bedroom Checklist		
Closet with multi-level or pull-down shelving and clothes rod		
Avoid bi-fold or accordion closet doors, which can be difficult to open and close		
	Units with these options. %Number of units in the project with these options	Variance explanation. Can items be easily added?
Bathroom Checklist		
Lever handle, anti-scald faucets on sink, bathtub, and shower		
Low threshold walk-in or roll-in shower with minimum dimensions 5 feet by 3 feet (4 feet preferred) or ADA bathtub with a seat		
Hand-held, adjustable- height showerhead with easily operable controls		
Maneuvering space that accommodates a 60- inch turning radius		
Toilet centered 18 inches from any side wall, tub, or cabinet		
Toilet seat 17 to 19 inches off-floor for older persons, lower for children		
Grab bars or wall- blocking for future installation in tub, shower and near toilet and grabbars at visitable toilet		

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	Units with these options. %Number of units in the project with these options	Variance explanation. Can items be easily added?
Countertops with rounded edges		
Mirror at ADA approved height so it can be used seated or standing		
Towel bars, soap and toothbrush holders 48 inches off floor		
<u>Senior Housing</u>	<u>Number of units in the project with these options</u>	<u>Variance explanation. Can items be easily added?</u>
<u>Flush transitions or ADA accessible transition strips between flooring types & non-slip flooring</u>		
<u>5-ft roll in showers in the majority of residential units</u>		
<u>Automatic door openers at main building entrances</u>		
<u>5 x 3-ft accessible turning radius in all bathrooms</u>		
<u>Removable cabinets for accessibility</u>		
<u>Handrails on both sides of corridors</u>		

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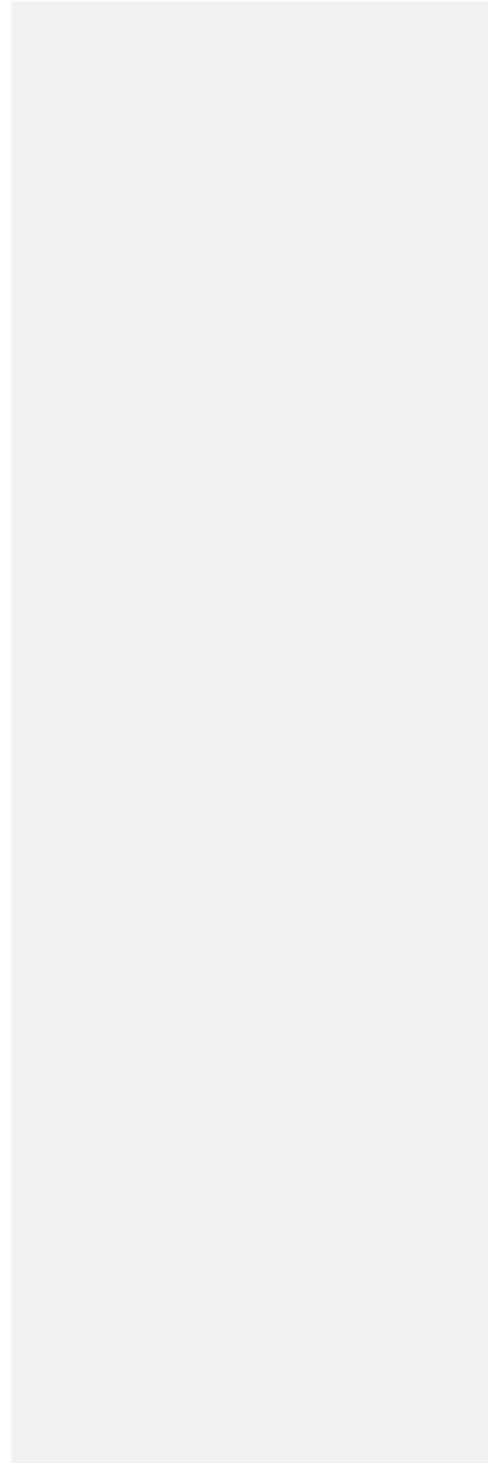
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5-ft wide corridors

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Vermont Housing Finance Agency

MULTIFAMILY HOUSING - OPERATING EXPENSE GUIDELINES

February 23, 2018

It's VHFA's policy to support the provisions from the Qualified Allocation Plan.

"Operating Expenses: VHFA tracks per unit month operating expenses (PUMO) using both recently approved operating budgets and audited financials. PUMO exclude reserve deposits and debt service payments. Using budget and audit numbers for Assisted and Unassisted, the Agency sets benchmark operating expenses for Elderly and General Occupancy projects within its portfolio. These benchmarks are used as a general guideline in the review and approval of proposed operation budgets for existing properties and all proposed new loans and tax credit developments. Within these benchmarks there can be some deviation based on the specifics of a given property; however, there should not be a huge disparity among similar projects.

It is recognized that operating expenses submitted by projects at the time of application to VHFA for loans and/or tax credits may have compensating factors that could cause a variance including but not limited to such things as tenant paid utilities versus project paid utilities, heat plant and fuel types, elevators versus no elevators, services, among many other variables. For preservation projects doing significant energy efficiency work we would expect documentation of revised utility costs. If VHFA is unable to identify the reason for the variance, the project sponsor will be asked to provide further explanation.

In 2015, VHFA collected detailed operating expense data and produced the following average operating benchmarks. The plan is to again analyze the operating expense data in the near future, but in the meantime please use the following operating benchmarks and apply a 3% inflation factor per year as needed.

VHFA MULTIFAMILY OPERATING BENCHMARKS 2015

Project Type	Subsidized 1-32 Units	Subsidized 33 + Units	Unassisted 1-32 Units	Unassisted 33 + Units
Senior	\$ 642	\$ 578	\$ 567	\$ 563
General Occupancy	\$ 594	\$ 601	\$ 574	\$ 559

If there are services involved that are being supported by project cash flows, then details for what services are included and the related income and expenses will be requested using the Support Services Plan and Budget Forms. These forms can be found on the VHFA Website at:

Supportive Budget:

<http://vhfa.org/documents/developers/Supportive%20Service%20Budget.xlsx>

Plan:

<http://https://www.vhfa.org/documents/developers/Supportive%20Services%20Plan.docx>