
**TENNESSEE HOUSING DEVELOPMENT
AGENCY**

**2016 MULTIFAMILY TAX-EXEMPT
BOND AUTHORITY PROGRAM DESCRIPTION**

This package includes:

Program Summary

Program Description

Exhibits

Tennessee Housing Development Agency Multifamily Tax-Exempt Bond Authority 2016 Summary

- **THDA has authorized the allocation of Multifamily Tax-Exempt Bond Authority to local issuers for multifamily developments:**
 - \$150 million in Multifamily Tax-Exempt Bond Authority** for developments which will close financing by the date specified in the Commitment Letter. \$50,000,000 will be available in East Tennessee, \$50,000,000 will be available for Middle Tennessee, and \$50,000,000 for West Tennessee. Any unused, recaptured or released amounts after April 1, 2016 will be available first to any remaining eligible applications from that same Grand Division. If there are no remaining eligible applications from that same Grand Division, then the Multifamily Tax-Exempt Bond Authority will be available to the next highest ranking application regardless of Grand Divisions until the end of the application submission period as defined in Part IV.
- **Bonds must be issued by a local board or other issuing entity with jurisdiction in the area of the proposed development, or by an entity from outside the area of the proposed development, such entity having the authority to issue bonds in the area of the proposed development and consent from the issuing entity in the area of the proposed development.**
- **Some units must be occupied low-income households:** twenty percent (20%) of the units must be occupied by households with incomes no greater than fifty percent (50%) of area median income, or forty percent (40%) of the units must be occupied by households with incomes no greater than sixty percent (60%) of area median income.
- THDA will allocate **a maximum of twenty million dollars (\$20,000,000)** in Multifamily Tax-Exempt Bond Authority per development.
- The application submission period extends until the earlier of (i) the date upon which all Multifamily Tax-Exempt Bond Authority made available hereunder is fully committed or (ii) the first date applications will be accepted under a Multifamily Tax-Exempt Bond Authority Program Description as may be adopted by THDA for 2017.
- Multifamily Tax-Exempt Bond Authority will be allocated only to **eligible applications** on a first come, first served basis. If THDA receives multiple applications on the same day that, in the aggregate, request more Multifamily Tax-Exempt Bond Authority than is available, those applications will be ranked according to Part VI-F.
- **Applicants must meet THDA and federal tax requirements and all other applicable federal, State, and local laws or ordinances.**
- **A non-refundable \$1,500 application fee is required with each application.** If a Commitment Letter is issued, the applicant must submit **a commitment fee of one percent (1%) of the amount of Multifamily Tax-Exempt Bond Authority allocated and separate incentive fee equal to twenty percent (20%) of the commitment fee.** Subject to the requirements of the Program Description, part of these fees may be returned.

This is only a brief description of some elements of the program. For a complete Program Description, contact Judith Smith at (615) 815-2143.

Tennessee Housing Development Agency Multifamily Tax-Exempt Bond Authority for 2016

2016 Program Description

Part I: Background, Eligibility, and Requirements

The Tennessee Housing Development Agency (THDA) is making Multifamily Tax-Exempt Bond Authority available to local issuers for financing for multifamily housing units in Tennessee. Part of this Multifamily Tax-Exempt Bond Authority is available in each of the three Grand Divisions of the State. The Multifamily Tax-Exempt Bond Authority can be used only to provide financing for new construction of affordable rental housing units, for conversion of existing properties through adaptive reuse, or for acquisition and rehabilitation of rental units, subject to the conditions and requirements described below, and subject to Internal Revenue Service requirements.

A. Use of Multifamily Tax-Exempt Bond Authority:

1. Any Multifamily Tax-Exempt Bond Authority allocated pursuant to this Program Description must be used to provide financing for the development such that, as of the rehabilitation or new construction placed in service date, a minimum of fifty percent (50%) of the amount of Tax-Exempt Bond Authority closed and sold remains outstanding and such amount of bonds outstanding otherwise meets the requirements of Section 42(h)(4).
2. Applicants for and Recipients (as defined in Part II-D) of Multifamily Tax-Exempt Bond Authority must issue bonds no later than 1:00 PM Central Time on the date specified in the Commitment Letter.
3. To the extent not otherwise specified herein, all federal tax requirements for private activity bonds must be met.

B. Eligible Developments:

1. The development must be:
 - a. New construction;
 - b. A conversion of an existing property not being used for housing; or
 - c. Acquisition and rehabilitation.
2. To the extent not otherwise required, the development must have hardwired smoke detectors, with battery backup, in the bedroom areas of all units.
3. One hundred percent (100%) of the units in buildings with elevators in the development and all ground floor units in non-elevator buildings in the development are "covered multifamily dwellings" (as defined in the Fair Housing Act). All covered multifamily dwellings must meet all accessible design requirements under the Fair Housing Act and must otherwise be designed and built in accordance with the Fair Housing Act (including one of the eight safe

harbors recognized by HUD as shown on **Exhibit 5**) and all other areas in the development open to the public are “public accommodations” as defined in the Americans with Disabilities Act and must be designed and built in accordance with the Americans With Disabilities Act. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D.

C. Ineligible Developments

1. Developments involving entities or individuals previously involved in a development that, at any time within a period of one year prior to the submission of the application for 2016 Multifamily Tax-Exempt Bond Authority, failed to submit any documentation required in Part X-D.
2. Developments involving entities or individuals previously determined, in THDA’s sole discretion, to be or have been involved in any Multifamily Tax-Exempt Bond Authority Application that received an allocation of Multifamily Tax-Exempt Bond Authority but (a) failed to meet established deadline for issuance and sale of the tax-exempt bonds; or (b) failed to place the development in service; or (c) failed to meet other requirements of this Program Description.
4. In the event that any of the following triggering events occur with regard to a proposed development or a development that has received an allocation of Multifamily Tax-Exempt Bond Authority from THDA, all individuals involved in the owner and developer of the relevant development will be prohibited from participating in the Multifamily Tax-Exempt Bond Authority program in Tennessee for a period of five (5) years commencing with the year in which THDA becomes aware of the occurrence of the triggering event:
 - a. General Partner/Managing Member/Sole Stockholder entity being removed from the ownership entity of a previous development due to poor performance and/or malfeasance. THDA staff will communicate with other parties involved in the development (e.g. lender and syndicator) to determine the circumstances surrounding the removal; or
 - b. Uncured event of default under the Section 1602 or Tax Credit Assistance Program; or
 - c. Fair Housing Act violations involving a finding of discrimination by an adverse final decision from a federal court or a judgment enforcing the terms of a consent decree;
 - d. Foreclosure involving loss of units to the affordable housing stock or failure to notify THDA of foreclosure (including a deed in lieu of foreclosure transaction); or
 - e. Misrepresentation of any item, as determined by THDA in its sole discretion, in the Application, as determined by THDA in its sole discretion; or
 - f. Failure to fulfill commitments made for points; or
 - g. Failure to respond to any written request from THDA for information and/or documentation within thirty (30) days of the date of such request; or

- h. Failure to fully satisfy all applicable compliance monitoring requirements; or
 - i. Being placed in “No Further Monitoring” status.
- 5. Prohibition of an individual’s participation in the Multifamily Tax-Exempt Bond Authority program in Tennessee pursuant to Part I-C-4 shall be determined by THDA staff. Any individual so prohibited may appeal the determination to the THDA Executive Director and the THDA Board Chair. The determination of prohibition shall be at the sole discretion of the THDA Executive Director and the THDA Board Chair and shall not be appealable to the THDA Board or the Tax Credit Committee of the THDA Board.
 - a. There will be no prohibition if the triggering event occurred prior to the date of the approval of this Program Description by the THDA Board of Directors.
 - b. There will be no prohibition if THDA becomes aware of the triggering event more than five (5) years after its occurrence.
 - c. No prohibition will be imposed on a development or proposed development involving the prohibited individuals that received an allocation of Tax Credits between the occurrence of the triggering event and the time THDA becomes aware of the triggering event.
- 6. Any prohibition of participation in the Low-Income Housing Tax Credit Program pursuant to Part VII-A-4-d of the Low-Income Housing Tax Credit 2016 Qualified Allocation Plan shall constitute a prohibition of participation in the Multifamily Tax-Exempt Bond Authority Program pursuant to Part I-C-5.
- 7. Voluntary withdrawal of a Multifamily Tax Exempt Bond Authority Application in accordance with all applicable program requirements will not cause ineligibility.

D. Identity of Interests

If a development involves acquisition of land or buildings, there can be no more than a fifty percent (50%) identity of interest between buyer and seller.

E. Tenants to be Served

- 1. Twenty percent (20%) of the units in the development must be occupied by households with incomes no greater than fifty percent (50%) of the area median income; **or**
- 2. Forty percent (40%) of the units in the development must be occupied by households with incomes no greater than sixty percent (60%) of the area median income.

F. Maximum Amount of Bonds per Development

- 1. A development involving new construction may not receive more than twenty million dollars (\$20,000,000) of Multifamily Tax-Exempt Bond Authority.

2. A development involving conversion and/or acquisition and rehabilitation may not receive more than twenty million dollars (\$20,000,000) of Multifamily Tax-Exempt Bond Authority.
 - a. Substantial Rehabilitation: maximum \$20,000,000
 1. Developments involving substantial rehabilitation must be rehabilitated so that, upon completion of all rehabilitation as described in the Physical Needs Assessment, the major building systems will not require further substantial rehabilitation for a period of at least fifteen (15) years from the required placed in service date. Major building components are roof structures, wall structures, floor structures, foundations, plumbing systems, central heating and air conditioning systems, electrical systems, interior and exterior doors, windows, parking lots, elevators, and fire/safety systems. Rehabilitation hard costs must be no less than the greater of thirty percent (30%) of building acquisition costs or eleven thousand dollars (\$11,000) per unit. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D.
 - b. Moderate Rehabilitation: maximum \$11,000,000
 1. Developments involving moderate rehabilitation must be rehabilitated so that, upon completion of all rehabilitation, rehabilitation hard costs must be no less than the greater of twenty-five percent (25%) of building acquisition cost or seven thousand dollars (\$7,000) per unit. The rehabilitation scope of work must include, at a minimum, all appliances in all units being Energy-Star compliant, and all work specified in the Physical Needs Assessment with regard to drywall, carpet, tile, interior and exterior paint, the electrical system, heating and air conditioning systems, roof, windows, interior and exterior doors, stairwells, handrails, and mailboxes. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D.
 - c. Limited Rehabilitation: maximum \$8,700,000
 1. Developments involving limited rehabilitation must be rehabilitated so that, upon completion of all rehabilitation, rehabilitation hard costs must be no less than the greater of twenty percent (20%) of building acquisition cost or six thousand dollars (\$6,000) per unit. The rehabilitation scope of work must include, at a minimum, all work specified in the Physical Needs Assessment with regard to interior and exterior common areas, interior and exterior painting and/or power washing, gutters, parking areas, sidewalks, fencing, landscaping, and mailboxes. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D.

- d. All rehabilitation expenditures must satisfy the requirements of Section 42(e)(3)(A)(ii) of the Code.

G. Maximum Amount of Multifamily Tax-Exempt Bond Authority per Developer or Related Parties

The maximum amount of Multifamily Tax-Exempt Bond Authority that may be committed to a single applicant, developer, owner, or related parties shall not exceed fifty-eight million dollars (**\$58,000,000**). If 2015 Multifamily Tax-Exempt Bond Authority was exchanged for 2016 Multifamily Tax-Exempt Bond Authority pursuant to Part IX-C of the 2015 Multifamily Tax-Exempt Bond Authority Program Description, any amount of 2016 Multifamily Tax-Exempt Bond Authority shall count against the maximum amount of Multifamily Tax-Exempt Bond Authority that may be committed to a single applicant, developer, owner, or related parties pursuant to this Part I-G. THDA reserves the right, in its sole discretion, to determine whether related parties are involved for the purpose of applying this limitation.

H. Limit on Developer's Fee

1. The sum of developer and consultant fees reflected in the development costs worksheet may not exceed twenty-five percent (25%) of total development costs (see Part I-H-5 below). If the sum of developer and consultant fees reflected in the development costs worksheet exceeds the amount described in Part I-H-2 or Part I-H-3 below (as applicable), then all developer and consultant fees in excess of the amount described in Part I-H-2 or Part I-H-3 below (as applicable) must be reflected as deferred fees and included in the sources of permanent financing.
2. If the developer and the contractor are **unrelated**, the *non-deferred* developer and consultant fees cannot exceed fifteen percent (15%) on the portion of the basis attributable to acquisition (before the addition of the fees), and cannot exceed fifteen percent (15%) of the portion of the basis attributable to new construction or to rehabilitation (before the addition of the fees).
3. If the developer and contractor are **related** parties, then the *non-deferred* combined fees for contractor's profit, overhead, and general requirements plus the developer's and consultant's fees, cannot exceed fifteen percent (15%) of the portion of the basis attributable to acquisition (before the addition of the fees), and cannot exceed twenty-five percent (25%) of the portion of the basis attributable to new construction or to rehabilitation (before the addition of the fees).
4. If the **deferred** developer and consultant fees are **greater than** 25% of total development cost minus the amount described in Part I-H-2 or Part I-H-3 below (as applicable), then the application must include evidence satisfactory to THDA, in its sole discretion, that the deferred developer and consultant fees will be repaid and will not jeopardize the financial feasibility of the development.
5. For purposes of this Part I-H, cash reserves are excluded from total development costs.

I. Limits on Costs of Issuance

As provided in Section 147 (g), the costs of issuance financed by the proceeds of private activity bonds issued to finance multifamily housing may not exceed two percent (2%) of the proceeds of the issue.

J. Market Study Required

1. A market study, performed by an independent third party selected from **Exhibit 4** and prepared in accordance with the requirements of **Exhibit 1** (the "Market Study"), must be submitted with the application for all proposed developments. The Market Study, in a form and with content acceptable to THDA in its sole discretion, must support the need and demand for the proposed development.
2. The Market Study must be less than six months old at the time of submission in order to be acceptable.
3. Based on the information and analysis presented in the Market Study, and based on other information available to THDA, THDA may determine, in its sole discretion, that market demand is not sufficient to support the proposed development.

K. Appraisal Required

The application must include an appraisal (**Exhibit 7**) of the proposed development performed in accordance with industry standards, by an appraiser licensed in Tennessee. The appraisal cannot be based solely or largely on a "cost" approach to value, but must also consider market and income approaches to value. The appraisal must include an assessment of the value of any noncompetitive Low-Income Housing Tax Credit. If the application is proposing acquisition of an existing structure, an "as is" appraisal must also be included regardless of whether noncompetitive Low-Income Housing Tax Credit for acquisition is sought.

L. Physical Needs Assessment Required

For applications proposing adaptive reuse, preservation, or rehabilitation, the application must include a Physical Needs Assessment (**Exhibit 8**) conducted by an independent third party. The Physical Needs Assessment must be in a form and with content acceptable to THDA in its sole discretion, and must include a complete and detailed work plan showing all necessary and contemplated improvements **to be completed prior to the rehabilitation placed in service date**, the projected cost, and confirmation that the work plan addresses all applicable requirements of Part I-F-2 of this Program Description. Physical Needs Assessments must be less than six months old at the time of submission in order to be acceptable. The Physical Needs Assessment must be based on a physical inspection of the building(s) occurring no more than 6 months prior to the effective date of the Physical Needs Assessment.

M. Minimum Score Required

The application must receive at least 78 points under Part VII.

N. Land Use Restrictive Covenant Required

THDA will provide a Land Use Restrictive Covenant with a term of fifteen (15) years for developments using Multifamily Tax-Exempt Bond Authority **without** noncompetitive Low-Income Housing Tax Credit. THDA will provide a Land Use Restrictive Covenant for developments using Multifamily Tax-Exempt Bond Authority and noncompetitive Low-Income Housing Tax Credit based on the terms of and elections under the 2016 Qualified Allocation Plan. The Land Use Restrictive Covenant must be executed, recorded in the county where the development is located, and **the original** returned to THDA no later than the date specified in the Commitment Letter.

O. Building Codes Compliance Required

The development must meet all applicable local building codes or in the absence of such codes, the development must meet the following, as applicable: new construction of multi-family apartments of 3 or more units must meet the 2009 International Building Code; new construction or reconstruction of single-family units or duplexes must meet the 2009 International Residential Code for One- and Two-Family Dwellings; and rehabilitation of rental units must meet the 2009 International Existing Building Code and the 2009 International Property Maintenance Code. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D.

P. Program Requirements and IRS Requirements

All program description requirements, application requirements, and IRS requirements must be met. If there is any inconsistency or conflict among the requirements, the most stringent of the requirements will apply, as determined by THDA.

Part II: Multifamily Tax-Exempt Authority Available

- A. One hundred and fifty million dollars (\$150,000,000) of Multifamily Tax-Exempt Bond Authority is available during the application submission period described in Part IV.**
- B. A total of fifty million dollars (\$50,000,000) of Multifamily Tax-Exempt Bond Authority will be available initially in each of the three Grand Divisions (East, Middle, and West), then subsequently as provided in Part VI.
- C. An amount of 2017 Multifamily Tax-Exempt Bond Authority equal to the amount of 2016 Multifamily Tax-Exempt Bond Authority, if any, that remains uncommitted as of December 31, 2016 will be available, subject to this program description and subject to an allocation of 2017 tax-exempt bond authority to THDA.
- D. Recipients are eligible for commitments for Multifamily Tax-Exempt Bond Authority, provided that they meet all of the other requirements of this Program Description.

Part III: Receipt of Applications

- A. The applicant must submit an original application and 2 copies on CD-ROM with content, formatting, and pagination identical to the attached application. Only complete applications will be accepted and they will be accepted only at the Tennessee Housing Development Agency, Andrew Jackson Building, 502 Deaderick St., 3rd Floor, Nashville, Tennessee, 37243. Applications submitted prior to the beginning of the application period indicated in Part IV will be reviewed following the beginning of the application period as indicated in Part V. No application or parts of applications will be accepted at any other location and no application or parts of applications will be accepted via facsimile transmission. All documents submitted to THDA must bear original signatures.
- B. Each electronic copy must be on a separate CD-ROM in .pdf format and be labeled organized as follows:
1. Folder 1: Application and Attachments;
 2. Folder 2: Opinion of Bond Counsel;
 3. Folder 3: Inducement Resolution;
 4. Folder 4: Public Notice;
 5. Folder 5: Purchase Agreement;
 6. Folder 6: Market Study (**Exhibit 1**);
 7. Folder 7: Appraisal (**Exhibit 7**); and
 8. Folder 8: Physical Needs Assessment (**Exhibit 8**).

Part IV: Application Submission Period

No application will be accepted after 1:00 PM Central Time on the earlier of (i) the date upon which the amount of Multifamily Tax-Exempt Bond Authority made available hereunder is fully committed pursuant to Commitment Letters issued under Part IX of this Program Description or (ii) the day prior to the first date applications will be accepted under a Multifamily Tax-Exempt Bond Authority Program Description as may be adopted by THDA for 2017 (the "2017 Effective Date"). Applications resubmitted under Part VIII-B will be treated as new applications. No applications submitted under this program description will have priority or be considered under any Multifamily Tax-Exempt Bond Authority Program Description THDA may develop for 2017. New applications must be submitted for allocations of 2017 Multifamily Tax-Exempt Bond Authority following the 2017 Effective Date and such new applications will be subject to all requirements of any Multifamily Tax-Exempt Bond Authority Program Description THDA may develop for 2017, except for applications submitted within the application submission period described herein and for which Commitment Letters are issued under Part IX-C and Part IX-D. Any application received on the 2017 Effective Date will be handled and evaluated under the 2017 Multifamily Tax-Exempt Bond Authority Program Description.

Part V: Review of Applications for Completeness

A. Applications must be complete.

An application must be complete, as determined by THDA in its sole discretion, based on the requirements in this Program Description and the attached application. Incomplete applications will be returned to the applicant. THDA may request additional documentation and/or information for purposes of clarification. An applicant may request a determination from THDA's Executive Director regarding the reasonableness of such a request.

B. Information must be current.

1. Appraisal and market information older than six months, as determined by the date prepared and information contained therein will not be considered current or complete. Supplemental documentation, including any commitments, should not have expired if they contain an expiration date, or the application will not be considered complete. Documents indicating approval dates that have passed will not meet application requirements. Applications with such documents will be considered incomplete.
2. A resolution authorizing the issuance of bonds passed by the relevant issuing entity must be current and valid at the time of application. The applicant should coordinate any updates that may be required for the resolution to remain in effect. Information submitted that is not current will not be accepted by THDA and will cause the application to be deemed incomplete. Any information or documentation, which is not current or complete, will impair an applicant's chances of receiving Multifamily Tax-Exempt Bond Authority.

C. Responsibility for Complete and Current Information

It is the sole responsibility of the applicant to submit a complete application with complete and current information.

D. Multiple Applications for a Single Development

1. Multiple applications submitted as separate phases of one development will be considered as one development and reviewed as one application. THDA reserves the right to request additional information or documentation, if necessary, to determine if applications submitted will be considered and reviewed as one or more developments.
2. Only one application may be submitted and be considered for a development. THDA reserves the right to request additional information or documentation to determine if applications submitted will be considered and reviewed as one or more developments.
3. A single application may be submitted for up to four developments provided that **each** of the following conditions applies to **each** development:
 - a. located in a rural county as defined in **Exhibit 3**;
 - b. no more than 48 total units; and

- c. if developments are not all located within the same county, all counties in which the developments are located must be contiguous and within the same Grand Division.

An application submitted under this Part V-D-3 will be treated as an application for a single development for purposes of applying the limits in Part I-F of this Program Description.

4. In cases involving a single issuing entity conducting a single bond issuance to provide financing for multiple developments, the following requirements, at minimum, will apply *in addition to* all other applicable requirements as described herein:
 - a. A separate and full application must be submitted for each development; and
 - b. An application fee as described in Part X-A must be submitted with the application for each development; and
 - c. If one or more of the developments is outside the jurisdiction of the issuing entity, the application must include documentation satisfactory to THDA certifying that that the issuing entity is permitted to, and the jurisdiction in which the development is located consents to, the issuance of the bonds.

Part VI: Scoring Process and Allocation Per Grand Division

- A. All applications will be scored according to the criteria described below. An application must receive at least 78 points to be eligible to receive Multifamily Tax-Exempt Bond Authority.
- B. Multifamily Tax-Exempt Bond Authority will be allocated on a first come, first served basis to eligible applicants by Grand Division until the total amount of Multifamily Tax-Exempt Bond Authority available in each Grand Division is allocated. If THDA receives multiple eligible applications on the same day that, in the aggregate, request more Multifamily Tax-Exempt Bond Authority than is available, those applications will be ranked according to Part VI-F. The process of allocating Multifamily Tax-Exempt Bond Authority within Grand Divisions will end with the last complete eligible application that can be allocated in any Grand Division.
- C. If there is any Multifamily Tax-Exempt Bond Authority remaining in any Grand Division, or if any additional Multifamily Tax-Exempt Bond Authority is recaptured or released, any such amounts shall remain available first to qualified applicants in that same Grand Division until April 1, 2016. THDA will issue a commitment of Multifamily Tax-Exempt Bond Authority to each eligible application in each Grand Division until the final amount of available Multifamily Tax-Exempt Bond Authority is exhausted.
- D. Following April 1, 2016, any remaining Multifamily Tax-Exempt Bond Authority will be available statewide on a first come, first served basis to eligible applicants until the end of the application period specified in Part IV above and subject to all other requirements of this Program Description. The limits specified in Part I-G will not apply.

E. Applications for developments that have received an allocation of Multifamily Tax-Exempt Bond Authority in 2005 or later will not be considered for an allocation of 2016 Multifamily Tax-Exempt Bond Authority prior to October 1, 2016. *The provisions of Part IX-C-3 will not apply.*

F. Multiple Applications Received on the Same Day

1. If, on or before April 1, 2016, THDA receives multiple eligible applications for the same Grand Division on the same day that, in the aggregate, request more Multifamily Tax-Exempt Bond Authority than is available in that Grand Division, the eligible applications will be ranked in descending order by score and priority will be given to the eligible application(s) with the highest score. If two or more eligible applications have the same score, the eligible applications with the same score will be ranked in ascending order by Multifamily Tax-Exempt Bond Authority requested per low-income unit and priority will be given to the eligible application(s) with the lowest Multifamily Tax-Exempt Bond Authority requested per low-income unit.
2. If, after April 1, 2016, THDA receives multiple eligible applications on the same day that, in the aggregate, request more Multifamily Tax-Exempt Bond Authority than is available, the eligible applications will be ranked in descending order by score and priority will be given to the eligible application(s) with the highest score. If two or more eligible applications have the same score, the eligible applications with the same score will be ranked in ascending order by Multifamily Tax-Exempt Bond Authority requested per low-income unit and priority will be given to the eligible application(s) with the lowest Multifamily Tax-Exempt Bond Authority requested per low-income unit.

Part VII: Scoring Criteria

Points will be awarded, as indicated below, to applications demonstrating that they meet the following conditions:

A. Meeting Housing Needs: Maximum 50 points

1. Developments located in counties with the greatest rental housing need (**Exhibit 6**): *Maximum 46 points*
2. Developments located wholly and completely in a Qualified Census Tract or a Difficult to Develop Area as designated by HUD (**Exhibit 2**): *4 points*

B. Development Characteristics: Maximum 35 points

1. Developments not involving rehabilitation designed and built to promote energy conservation by meeting the standards of the 2009 International Building Code. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: *10 points*
2. Developments not involving rehabilitation designed and built using brick, stone, cement fiber siding, or vinyl to meet a 15-year maintenance-free exterior standard. Certification from the design architect will be required following the

issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: *10 points*

3. Developments not involving rehabilitation designed and built with a minimum of 65% of the exterior wall surfaces below the plate line covered with brick, stone, or cement fiber siding. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: *15 points*
4. Rehabilitation Only
 - a. Developments involving major rehabilitation, as described in Part I-F-2-(a) of this Program Description: *35 points*
 - b. Developments involving moderate rehabilitation, as described in Part I-F-2-(b) of this Program Description: *30 points*
 - c. Developments involving limited rehabilitation, as described in Part I-F-2-(c) of this Program Description: *25 points*
5. For developments involving a combination of new construction and rehabilitation, points will be prorated based on the percentage of units in each category.

C. Serving Special Populations: Maximum 50 points

The Application must propose a development that serves households with special housing needs. Special needs housing is housing that has been constructed or rehabilitated with special features (e.g. location, design, layout, on-site services) to help people live at the highest level of independence in the community. For example, the unit may be adapted to accommodate special physical or medical needs; or provide on-site services such as staff support for the elderly, individuals with mental health issues, developmental, or other social needs. **In order to qualify for points, the proposed development must include on-site services for the targeted tenant population. The Application must include a comprehensive service plan that identifies each service to be provided; the anticipated source of funding for each service; the physical space that will be used to provide each service; and the anticipated supportive service provider for each service and their experience in providing service to the targeted population. Verification of tentative agreements with providers of on-site services throughout the first two (2) years following the required placed in service date must be included with the Application. Final agreements with providers of on-site services throughout the first two (2) years following the required placed in service date must be submitted prior to any partial refund of the Commitment Fee pursuant to Part X-D. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D.**

1. Residency Preference for Households with Children: Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: 20 points

A minimum of 20% of the units in the development, rounded up to the nearest whole unit, must have 2 or more bedrooms.

The development must include a playground with permanent playground equipment and at least 1 of the following on-site amenities:

- a. Appropriately sized, dedicated space with appropriate furniture and fixtures for and agreements with providers of after-school tutoring or homework help programs; or
- b. Appropriately sized computer room containing at least 1 computer with free internet access for each 50 total units; or
- c. Ball court separate from all parking areas.

OR

2. Residency Preference for Households with Special Housing Needs: Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: 20 points

The development must include an appropriately sized, dedicated space with appropriate furniture and fixtures for, and agreements with, providers of services relevant to special housing needs residents and at least 1 of the following on-site amenities:

- a. Appropriately sized computer room containing at least 1 computer with free internet access for each 50 total units; or
- b. Exercise facility for appropriate group activity for special housing needs residents (space must be at least 900 square feet, if indoor); or
- c. Gazebo with outdoor shaded sitting area with ornamental flowers and shrubs.

AND

3. Election to set aside up to twenty percent (20%) of the units (which number shall be rounded up to the next whole unit) for households with incomes no higher than fifty percent (50%) of the area median income with rents maintained at or below the 50% of area median income maximums. Units occupied by households with Section 8 Housing Choice Vouchers count toward this requirement: *maximum 30 points*

<u>Percent of units</u>	<u>Points</u>
At least 5%	<i>5 points</i>
At least 10%	<i>10 points</i>
At least 15%	<i>20 points</i>
At least 20%	<i>30 points</i>

NOTE: Election of points under this Part VII-C-3 shall constitute a corresponding election of points under Part VII-B-4 of the 2016 Low-Income Housing Tax Credit Qualified Allocation Plan with regard to an application for noncompetitive Low-Income Housing Tax Credit.

D. Increasing Housing Stock: 5 points

Developments which are new construction or are conversions of buildings not being used for housing which make them usable as housing.

E. Affirmatively Furthering Fair Housing: 2 points

The development must have and be operated in accordance with marketing plans, lease-up plans, and operating policies and procedures which are fully compliant with the THDA Affirmative Marketing Policy and Procedures.

F. Enterprise Green Community Certification: 25 points

Developments fully certified as compliant with Enterprise Green Community requirements. Certification documentation will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D..

Part VIII: Eligibility Determination and Completeness Notification

A. Notice to Applicants Meeting Eligibility Requirements

1. THDA will notify each applicant when the eligibility determination and scoring of the application is complete.
2. If THDA determines that an application meets all of the eligibility requirements of this Program Description, the notice will include information about the number of eligible applicants received before this applicant and the status of the allocations per Part VI. A Commitment Letter (see Part IX) may be issued in lieu of this information.

B. Notice to Applicants Not Meeting Eligibility Requirements or Incomplete

1. If THDA determines that an application does not meet one or more of the eligibility requirements of this Program Description or is incomplete, THDA will return the application with notice to the applicant describing items that were erroneous, missing, incomplete, or inconsistent. THDA will also notify applicants if THDA determines that (a) any two or more developments proposed in two or more applications constitute a single development for purposes of applying the development limits specified in Part I-F or (b) developers or related parties reflected in two or more applications constitute a single entity for purposes of applying the developer or related party limitation specified in Part I-G.
2. Applicants may cure the deficiencies and resubmit the application, in accordance with Part IV. The resubmitted application will be treated as a new application in accordance with Part IV. A resubmission fee may be due as described in Part X-B.

Part IX: THDA Commitment for Volume Cap

A. Issuance of Commitments

1. a. All commitments, as described in this Part IX, will be issued in the form of a letter only to the relevant local issuing authority, and will be valid only to provide financing for a specific applicant, for a specific development, on a specific site (the "Commitment Letter"). Any change in the applicant entity, the ownership entity, or in the size, nature, or other characteristics of the development; may, in THDA's sole discretion, invalidate the Commitment Letter. Under no condition may the site proposed for the development be changed to another site. The applicant and the local issuing authority are obligated to report any such changes to THDA regardless of whether such changes occur prior to or after the issuance of a Commitment Letter.
- b. For the commitment to be valid, the applicant and the issuer must comply with all of the terms stated in the Commitment Letter, which might include compliance with performance requirements related to any other development for which tax-exempt bonds have been issued.
2. For successful applications for Multifamily Tax-Exempt Bond Authority pursuant to this Program Description, THDA will issue a Commitment Letter stating the terms of the commitment.
3. Commitment Letters will not be issued if the amount of Multifamily Tax-Exempt Bond Authority made available hereunder is fully committed.

B. Expiration of Commitment

1. Once a THDA Commitment Letter is issued, it is valid for a maximum of 90 days from the date specified in the Commitment Letter. The bonds must be used to provide the financing for the development, the local issuer must issue and sell the bonds, and the sale must be closed on or before the date specified in the Commitment Letter, otherwise the commitment expires and the Multifamily Tax-Exempt Bond Authority allocated automatically reverts to THDA.
2. **THDA, in its sole discretion, may extend the date and time for closing the sale of the bonds beyond 1:00 PM Central Time on the date specified in the Commitment Letter. A written request for an extension must be received by THDA a minimum of five (5) business days prior to the expiration of the Commitment Letter in order for the request to be considered. THDA will not approve requests for extensions of more than ten (10) business days. If an extension is granted, the Incentive Fee WILL NOT be refunded.**
3. Closings in escrow, or any form of contingent closing are not considered "closed" for purposes of expiration of the commitment.

C. Commitment Letters Issued Between October 1, 2016 and December 31, 2016

1. The 90 day period specified in the Commitment Letter will extend beyond December 31, 2016, however, no carryforward of 2016 Multifamily Tax-Exempt Bond Authority will be permitted for bond closings that occur after December 31, 2016.

2. THDA will extend the 90 day period specified in the Commitment Letter for a number of days equal to the number of days between January 1, 2017 and the date upon which THDA receives an allocation of Multifamily Tax-Exempt Bond Authority for 2017. This extension will not affect the Incentive Fee, however, Part IX-B-2 will apply to any other extensions requested.
3. The Commitment Letter will specify the procedure by which 2016 Multifamily Tax-Exempt Bond Authority may be exchanged for 2017 Multifamily Tax-Exempt Bond Authority, subject to THDA's receipt of 2017 Multifamily Tax-Exempt Bond Authority. Such an exchange will not extend the 90 day period specified in the Commitment Letter, except as specified in Part IX-C-2 above.
4. Any failure to meet the requirements specified in the Commitment Letter to exchange 2016 Multifamily Tax-Exempt Bond Authority for 2017 Multifamily Tax-Exempt Bond Authority will result in the recapture of the 2016 Multifamily Tax-Exempt Bond Authority referenced in the Commitment Letter by THDA and no subsequent eligibility for 2017 Multifamily Tax-Exempt Bond Authority.

D. Commitment Letters Issued Between January 1, 2017 and the 2017 Effective Date

1. No Commitment Letters will be issued for applications submitted between January 1, 2017 and the 2017 Effective Date if no 2016 Multifamily Tax-Exempt Bond Authority was uncommitted as of December 31, 2016.
2. Commitment Letters issued between January 1, 2017 and the 2017 Effective Date will reflect a commitment of 2017 Multifamily Tax-Exempt Bond Authority, subject to the availability of 2017 Multifamily Tax-Exempt Bond Authority by THDA and limited to a maximum collective amount of 2017 Multifamily Tax-Exempt Bond Authority equal to the amount of 2016 Multifamily Tax-Exempt Bond Authority uncommitted as of December 31, 2016.
3. No Commitment Letters will be issued under this 2016 Multifamily Tax-Exempt Bond Authority Program Description on or after the 2016 Effective Date.

Part X: Fees, Partial Refunds of Fees, and Fees Retained by THDA

A. Application Fee

An Application Fee of one thousand five hundred dollars (\$1,500) must be submitted to THDA at the time an application is submitted. THIS FEE IS NOT REFUNDABLE. If the fee is not submitted at the time an application is submitted, the application is incomplete and will be returned. Applications returned for this reason must submit the full one thousand five hundred dollar (\$1,500) Application Fee if resubmitted.

B. Resubmission Fee

A Resubmission Fee of seven hundred and fifty dollars (\$750) must be submitted to THDA if an application is resubmitted following the resubmission deadline specified in the notice described in Part VIII-B.

C. Commitment Fee and Incentive Fee

1. Applications receiving a Commitment Letter from THDA for a specific amount of Multifamily Tax-Exempt Bond Authority must submit a Commitment Fee and an Incentive Fee prior to the commitment being valid.
2. The Commitment Fee will be an amount equal to one percent (1%) of the Multifamily Tax-Exempt Bond Authority allocated to the local issuer.
3. The Incentive Fee will be equal to twenty percent (20%) of the Commitment Fee.

D. Refund of Commitment Fee and Incentive Fee

1. a. The following documentation, without limitation, must be submitted by the applicable deadlines:
 - (i) documentation from the issuing authority's bond counsel (including, without limitation, a Closing Confirmation Letter) must be submitted **no later than the expiration of the Commitment Letter**;
 - (ii) acceptable proof that all units are constructed and the facility is placed in service must be submitted **no later than two years after the expiration of the Commitment Letter**;
 - (iii) all applicable certifications required in Part VII must be submitted **no later than two years after the expiration of the Commitment Letter**; and
 - (iv) acceptable proof that all forms to be filed by the issuing authority have been completed and filed to THDA's satisfaction must be submitted **no later than two years after the expiration of the Commitment Letter**.
- b. Following satisfaction of all applicable requirements of Part X-D-1-a above, one half (½) of the Commitment Fee will be refunded.
2. If all the conditions of Part X-D-1 have been met and the bonds were issued and sold on or before 1:00 PM Central Time on the date specified in the Commitment Letter, THDA will refund the Incentive Fee.
3. If the application is withdrawn, THDA will retain the full amount of the Incentive Fee. If the application is resubmitted in substantially the same form and during the same calendar year, in THDA's sole discretion, the retained Incentive Fee from the withdrawn application may be applied toward the Incentive Fee for the resubmitted application.
4. If 2016 Multifamily Tax-Exempt Bond Authority is exchanged for 2017 Multifamily Tax-Exempt Bond Authority in accordance with the provisions of Part IX-C-3 above, the Commitment Fee will be refunded in the event that THDA does not receive 2017 Multifamily Tax-Exempt Bond Authority.

E. Release of Commitments and Partial Refund of Commitment Fee

1. Commitments may be released by notifying THDA, in writing, prior to the expiration of the Commitment Letter, that the bonds will not be issued.
2. A commitment which is released according to these requirements will receive a refund of seventy-five percent (75%) of the Commitment Fee. THDA will retain twenty-five percent (25%) of the Commitment Fee.

F. Commitment Fee and Incentive Fee Retained by THDA

1. If the bonds are not issued by the expiration date of the Commitment Letter, and the Commitment Letter has not been released according to Part X-D, THDA will retain the full amount of the Commitment Fee and the full amount of the Incentive Fee. **NONE** of the Commitment Fee and **NONE** of the Incentive Fee will be refunded to the applicant.
2. If the bonds are issued and sold, but the development is not placed in service, THDA will retain the full amount of the Commitment Fee and the full amount of the Incentive Fee. **NONE** of the Commitment Fee and **NONE** of the Incentive Fee will be refunded to the applicant.
3. If a request for an extension to the deadline for closing the sale of the bonds beyond 1:00 PM Central Time on the date specified in the Commitment Letter is approved in accordance with Part IX-B-2., **NONE** of the Incentive Fee will be refunded to the applicant.

G. Monitoring Fee

1. For Developments that receive Multifamily Tax-Exempt Bond Authority and noncompetitive Low Income Housing Tax Credit, Monitoring Fees shall be as prescribed in the applicable Tax Credit Qualified Allocation Plan.
2. For Developments that receive Multifamily Tax-Exempt Bond Authority, but do not receive Low Income Housing Tax Credit, Monitoring Fees shall be as follows:
 - a. When the development is placed in service, a compliance Monitoring Fee is due to THDA, payable in the form of a certified check (this fee also applies to USDA/RD [formerly FmHA] developments). The Monitoring Fees are \$600 per low-income unit in the Development.
 - b. Owners seeking to correct non-compliance will be charged additional fees to cover additional costs which may be incurred by staff to correct the non-compliance issue.
 - (i) Reinspection of a file: \$200
 - (ii) Reinspection of a property:
 - (iii) Standard mileage rate in effect by the State of Tennessee at the time of the reinspection from Nashville to the property and back to Nashville;
 - (iv) applicable state allowed per-diem for one staff person;
 - (v) Lodging expenses as allowed under State of Tennessee travel regulations; and
 - (vi) Any other expenses incurred by THDA relating to the property reinspection.
 - c. Fees will be due to THDA prior to issuance of reinspection findings.
 - d. **At any time following the fifth year of monitoring for each development, THDA will evaluate the need for an additional Monitoring Fee. THDA may, at its sole discretion, charge a single additional Monitoring Fee not**

greater than the initial Monitoring Fee stated above. THDA will charge this additional Monitoring Fee only if the costs of monitoring for Tax Credit compliance, in the aggregate, appear likely to exceed the aggregate amount of initial Monitoring Fees collected. A decision by THDA to charge any such additional fee shall not constitute an amendment to this Program Description.

- e. Owners who fail to submit the required Owner's Annual Certification of Compliance forms and supporting documentation by the date required by THDA will be charged a late fee of \$100 per month, for each month, or portion of a month, until the Certification and supporting documentation is received and considered satisfactory by THDA. This fee will be due upon submission of the forms and/or supporting documentation required. Receipt of Certification without the applicable late fee will be considered incomplete.

Part XI: Final Application

After all units in the development are placed in service, a Final Application (form furnished by THDA) must be submitted prior to any refund of the Commitment Fee pursuant to Part X-D.

Part XII: Application for Low-Income Housing Tax Credits

If the development also seeks non-competitive Low-Income Housing Tax Credit ("non-competitive Tax Credit"), a separate application must be submitted to Tennessee Housing Development Agency to request the non-competitive Tax Credit. Receipt of authority to issue tax-exempt bonds does not guarantee receipt of non-competitive Tax Credit. THDA retains the authority to determine eligibility to receive non-competitive Tax Credit and the amount of non-competitive Tax Credit to be allocated to the development, up to the maximum amount eligible with tax-exempt financing. Any development seeking non-competitive Tax Credit must apply for non-competitive Tax Credit under the applicable Tax Credit Qualified Allocation Plan in the same calendar year in which the tax-exempt bonds are issued. THDA will conduct an eligibility and scoring review under the applicable Tax Credit Qualified Allocation Plan with regard to a non-competitive Tax Credit application submitted in conjunction with an application for Multifamily Tax-Exempt Bond Authority within forty-five (45) days of THDA's receipt of such non-competitive Tax Credit application. Any applicant for non-competitive Tax Credit will be subject to all fees and requirements stated in the applicable Tax Credit Qualified Allocation Plan, including monitoring fees.

If a development is the subject of a pending **competitive** 2016 or 2017 Tax Credit application and is the subject of an application under the 2016 Multifamily Tax-Exempt Bond Authority Program Description, the issuance of a Commitment Letter in accordance with Part IX-A of this Program Description shall constitute the withdrawal of the **competitive** Tax Credit application.

The maximum obtainable rents supported by the market study will be expected to support reasonable operating expenses and maximum mortgage debt service prior to Tax Credits filling any financial "gaps". This may require that the development obtain additional financing from other sources over and above the maximum amount of Multifamily

Tax-Exempt Bond Authority or non-competitive Tax Credit committed to the development by THDA.

Part XIII: Controlling Document

In the event of a conflict between this 2016 Tax-Exempt Multifamily Bond Authority Program Description and the Low-Income Housing Tax Credit 2016 Qualified Allocation Plan, the Low-Income Housing Tax Credit 2016 Qualified Allocation Plan shall be the controlling document with regard to applications for non-competitive Tax Credit.

Part XIV: Information and Applications

THDA staff will attempt to assist with information in completing an application, however if clarification or interpretation is required, an interested party should submit their specific request in writing to THDA.

For more information call:
Judith Smith at (615) 815-2143
Information is available on THDA's web site at: www.thda.org

(I) Introduction

Certification

Qualifications

Assumptions & Limiting Conditions

Identity of Interest Statement

Attachments:

Market Study Executive Summary

Summary of Significant Facts, (include graphs)

Employment & Economy, (include graphs)

Rental Comparable / Competitive Environment, include up to six (6) comparable, a minimum of three (3)

Amenities

MAPS:

Primary Market Area

Neighborhood

Aerial

Color photographs of the proposed site and surrounding neighborhood.

Narratives should be limited to two (2) pages

(II) (a) The market study must also contain current information less six (6) months old at time of submission.

(b) The market study must also include data and information regarding all existing or proposed tax credit developments that received an allocation of tax credits in this calendar year or in any prior calendar year that are located in the neighborhood and in the market area.

NOTE: Comparables as used in property appraisals are not acceptable. The market study must include, without limitation, all of the following:

(c) Name and telephone number of person performing the study and their qualifications to perform this market study.

(d) On site field study by person performing the market study.

(e) Data identifying and describing the market areas, neighborhood and site, including geographic and demographic information.

(f) Current and projected need based on market conditions supported by data from various market sources including waiting list information from all Section 8 and local public housing authorities serving that area.

(g) Projected absorption time (rent up) of the proposed units by the market.

(h) Data identifying and supporting the need for rental housing for "**Special Housing Needs**".

***The elderly (62 yrs. and older), persons with disabilities, and permanent support housing for the homeless, if such structure was proposed in the Initial Application.**

(III) Include an ESRI, Environmental System Research Institute shapefile (.shp) of the subject property.

Include an ESRI, Environmental System Research Institute shapefile (.shp) of the primary market area.

Signature

Print Name, Title & Date

MARKET STUDY EXECUTIVE SUMMARY / Exhibit 1

(i) Market Study Summary

Project Name:					
Location:					
Street Address	City/State	Zip Code	County	Total Units	
PMA Description			SMA Description	LIHTC Units	
Farthest Boundary Distance to Project				# Buildings	
Within QCT (y/n)		Within DDA (y/n)		Neighbor Type:	
Type of Development			Targeted Household Type		
Highest & Best Use					

(ii) Rental Housing Stock

Type	# Properties	Total Units	Vacant Units	Current Occupancy
All Rental Housing				
Market-Rate Housing				
Assisted/Subsidized Housing (excl. LIHTC)*				
LIHTC Housing*				
All Comparable Developments ¹				
Non-Stabilized Comparable Developments				

*Includes properties located outside the subject's defined PMA due to lack of available data within the subject's PMA.

¹Comparable developments are those that compete at nearly the same rent levels and tenant profile, such as age, family, and income.

(iii) Rent Comparison

Proposed Subject Rents in Comparison to Market									
Proposed Subject Development					Adjusted Mkt Rent			Highest Unadjusted Comp Rent	
# Units	# BR	# BA	S.F.	Proposed Rent	Per Unit	Per S.F.	Mkt Adv.	Per Unit	Per S.F.
Gross Proposed Monthly Rent						Avg. Mkt Adv.			

(iv) Demographic Data

Household Segment	2010	2016	2018
Renter Households			
Income-Qualified Renter Households			
Market Rent Households (if applicable)			

(v) Targeted Income-Qualified Renter Household Demand

Type of Demand	50%	60%	Market-Rate	Other ___	Other ___	Overall
Renter Household Growth						
Existing Households						
Home Conversion						
Other - Rent Overburdened and Substandard Units						
Less Comparable/Competitive Supply						
Net Demand						

(vi) Capture Rates

Target Population	50%	60%	Market-Rate	Other ___	Other ___	Overall
Capture Rate						

(vii) Absorption Rate

Absorption Rate	Per Month	Absorption Period	Months

SUMMARY OF SIGNIFICANT FACTS / Exhibit 1

(i) Project Identification

Project Name:					
Location:					
Street Address	City/State	Zip Code	County	Total Units	Non-Revenue Unit
TAX ID NUMBER, (if available)				LIHTC Units	Leasing Unit
Owner of Record				# Buildings	

(ii) Site Summary

Site Acreage	
Shape	
Topography	
Zoning District	
Flood Map / Panel No.	
Adjacent Land Uses	
Surrounding Area	
Year Built	
Construction Type	
Project Amenities	
Unit Amenities	
Utilities	

(iii) Demographics Summary

		2010	2016	2018
Population Growth				
	PMA			
	County			
	State			
Household Growth				
	PMA			
	County			
	State			
Household by Type				
	PMA			
	County			
	State			
Household by Annual Income				
	PMA			
	County			
	State			
Household Tenure Patterns % of Renter-Occupied				
	PMA			
	County			
	State			

(iv) Conclusion

Include:
Demographic Narrative
MAPS of PMA / Neighbor
Aerial MAPS

RENTAL COMPARABLE COMPETITIVE ENVIRONMENT / Exhibit 1

(i) General Data

Project Name:			Market Rate:		
Location:					
Street Address	City/State	Zip Code	County	Total Units	
Management Company:		Contact:		LIHTC Units	
Lease Terms:				# Buildings	
Date Polled:		Occupancy:			
Year Built:	Exterior:	Design:	Condition:		
Absorption:	Utilities:	Parking:			
Age Restricted:			Other:		

(ii) Rental Data & Unit Breakdown

Unit Type		S.F.	Monthly Rent	Rent Per S.F.

(iii) Project / Unit Amenities

Project Amenities					Unit	Amenities		

(iv) Comments

(v) Concessions

(vi) Conclusion

Include:					
Qualified Household Narrative					
Locator Map Subject & Comparables					
Graphs					

Amenities / Exhibit 1

Neighborhood Characteristic	Name & Address	Mileage from Site
<u>Full service grocery</u>		
<u>Pharmacy or Drug Store</u>		
<u>Full service restaurant and /or retail center</u>		
<u>Stand-alone shopping stores</u>		
<u>Public transportation access</u>		
<u>Full service bank or credit union</u> (ATMs do not qualify)		
<u>Health Care Facilities including: Doctor's offices,</u>		
<u>Public community centers</u>		
<u>Public Library</u>		
<u>U. S. Post Office</u>		
<u>Convenience store with gas station</u>		
<u>Churches or places of worship</u>		
<u>Police Station or Sheriff Offices</u>		
<u>Fire Stations</u>		
<u>Public Park</u>		
<u>Public School</u>		

**2016 MTBA EXHIBIT 2
QUALIFIED CENSUS TRACTS AND DIFFICULT DEVELOPMENT
AREAS**

This document is available online at the following address:

<http://www.huduser.gov/portal/datasets/qct.html>

2016 MTBA Exhibit 3
URBAN, SUBURBAN, RURAL COUNTIES

Urban, Suburban, and Rural definitions using 2010 Census

Urban= 0-40% Rural Population; Suburban= 41-65% Rural Population; Rural= 66-100% Rural Population

Urban	
County	% Rural
Anderson	35%
Blount	33%
Bradley	33%
Davidson	3%
Hamblen	22%
Hamilton	10%
Knox	11%
Madison	26%
Montgomery	20%
Putnam	35%
Rutherford	17%
Shelby	3%
Sullivan	26%
Sumner	28%
Washington	26%
Williamson	19%
Wilson	38%

Suburban	
County	% Rural
Bedford	56%
Campbell	55%
Carter	41%
Chester	65%
Coffee	47%
Cumberland	61%
Dyer	43%
Gibson	48%
Greene	65%
Hawkins	58%
Haywood	47%
Jefferson	59%
Lauderdale	59%
Loudon	41%
Maury	42%
McMinn	60%
Obion	62%
Roane	51%
Robertson	53%
Sevier	57%
Tipton	55%
Unicoi	45%
Warren	61%

Rural					
County	% Rural	County	% Rural	County	% Rural
Benton	78%	Hancock	100%	Meigs	100%
Bledsoe	100%	Hardeman	80%	Monroe	76%
Cannon	81%	Hardin	68%	Moore	100%
Carroll	83%	Hendersort	76%	Morgan	100%
Cheatham	83%	Henry	67%	Overton	84%
Claiborne	72%	Hickman	100%	Perry	100%
Clay	100%	Houston	100%	Pickett	100%
Cocke	68%	Humphrey	82%	Polk	100%
Crockett	67%	Jackson	100%	Rhea	68%
Decatur	100%	Johnson	85%	Scott	81%
DeKalb	78%	Lake	100%	Sequatchie	74%
Dickson	68%	Lawrence	76%	Smith	83%
Fayette	79%	Lewis	70%	Stewart	100%
Fentress	100%	Lincoln	72%	Trousdale	100%
Franklin	70%	Macon	80%	Union	100%
Giles	74%	Marion	77%	Van Buren	100%
Grainger	100%	Marshall	66%	Wayne	100%
Grundy	100%	McNairy	85%	Weakley	67%
				White	78%

2016 MTBA EXHIBIT 5 FAIR HOUSING ACT REQUIREMENTS

- See www.fairhousingfirst.org for complete information.
- The following are HUD recognized safe harbors identified at www.fairhousingfirst.org which, if met, indicate compliance with the Fair Housing Act's design and construction requirements:
 1. HUD Fair Housing Accessibility Guidelines published on March 6, 1991 and the Supplemental Notice to Fair Housing Accessibility Guidelines: Questions and Answers about the Guidelines, published on June 28, 1994.
 2. HUD Fair Housing Act Design Manual
 3. ANSI A117.1 (1986), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
 4. CABO/ANSI A117.1 (1992), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
 5. ICC/ANSI A117.1 (1998), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
 6. Code Requirements for Housing Accessibility 2000 (CRHA).
 7. International Building Code 2000 as amended by the 2001 Supplement to the International Codes.
 8. International Building Code 2003, with one condition: effective February 28, 2005 HUD determined that the IBC 2003 is a safe harbor, conditioned upon ICC publishing and distributing a statement to jurisdictions and past and future purchasers of the 2003 IBC stating, "ICC interprets Section 1104.1, and specifically, the exception to Section 1104.1, to be read together with Section 1107.4, and that the Code requires an accessible pedestrian route from site arrival points to accessible building entrances, unless site impracticality applies. Exception 1 to Section 1107.4 is not applicable to site arrival points for any Type B dwelling units because site impracticality is addressed under Section 1107.7."
 9. ICC/ANSI A117.1 (2003), used with the Fair Housing Act, HUD's regulations, and the Guidelines.
 10. 2006 International Building Code (loose leaf).

One of these eight must be referenced in the required certificates.

- Refer to www.fairhousingfirst.org for detailed information regarding the following seven basic design and construction requirements that must be met to ensure Fair Housing Act compliance:
 1. An accessible building entrance on an accessible route.
 2. Accessible common and public use areas.
 3. Usable doors (usable by a person in a wheelchair).
 4. Accessible route into and through the dwelling unit.
 5. Light switches, electrical outlets, thermostats and other environmental controls in accessible locations.
 6. Reinforced walls in bathrooms for later installation of grab bars.
 7. Usable kitchens and bathrooms.
- These requirements are stated in the Fair Housing Act, as amended, 42 U.S.C. 3604 (f)(3)(C). To describe these requirements in more detail, HUD published Fair Housing Accessibility Guidelines (the "Guidelines") on March 6, 1991, and supplemented those Guidelines with a **Supplemental Notice: Questions and Answers About the Guidelines** published on June 28, 1994. The Guidelines are one of eight safe harbors for compliance that HUD has identified.

2016 MTBA EXHIBIT 6
COUNTY RENTAL HOUSING NEEDS SCORES
NEW CONSTRUCTION

County	Score	Rank	Viable	Tier
Davidson	46	1	Y	I
Shelby	46	2	Y	I
Rutherford	46	3	Y	I
Montgomery	46	4	Y	I
Knox	46	5	Y	I
Hamilton	46	6	Y	I
Sevier	46	7	Y	I
Sumner	46	8	Y	I
Blount	46	9	Y	I
Wilson	46	10	Y	I
Tipton	46	11	Y	I
Washington	46	12	Y	I
Williamson	46	13	Y	I
Coffee	46	15	Y	I
Madison	46	17	Y	I
Sequatchie	46	18	Y	I
Monroe	46	19	Y	I
County	Score	Rank	Viable	Tier
Henderson	42	20	Y	II
Cocke	42	21	Y	II
Bedford	42	22	Y	II
DeKalb	42	23	Y	II
Scott	42	25	Y	II
Decatur	42	26	Y	II
Sullivan	42	27	Y	II
Campbell	42	28	Y	II
Wayne	42	30	Y	II
Cheatham	42	31	Y	II
Warren	42	32	Y	II
Chester	42	33	Y	II
Greene	42	34	Y	II
Cannon	42	36	Y	II
Carter	42	37	Y	II
Van Buren	42	38	Y	II
Hardin	42	39	Y	II
Lake	42	41	Y	II
White	42	43	Y	II
Dyer	42	44	Y	II
Benton	42	45	Y	II
County	Score	Rank	Viable	Tier
Fentress	37	46	Y	III
Hawkins	37	48	Y	III
Lewis	37	49	Y	III
Maury	37	50	Y	III
Overton	37	51	Y	III
Dickson	37	53	Y	III
Crockett	37	55	Y	III
Marshall	37	57	Y	III
Loudon	37	58	Y	III
McMinn	37	60	Y	III

County	Score	Rank	Viable	Tier
Bradley	37	61	Y	III
Cumberland	37	62	Y	III
Anderson	37	63	Y	III
Meigs	37	64	Y	III
Jackson	37	65	Y	III
Robertson	37	67	Y	III
Jefferson	37	69	Y	III
Fayette	37	70	Y	III
Haywood	37	72	Y	III
Giles	37	73	Y	III
Bledsoe	37	74	Y	III
Lauderdale	37	75	Y	III
Hancock	37	76	Y	III
Rhea	37	77	Y	III
County	Score	Rank	Viable	Tier
Unicoi	29	79	Y	IV
Grundy	29	80	Y	IV
Clay	29	81	Y	IV
Weakley	29	82	Y	IV
Henry	29	83	Y	IV
Gibson	29	84	Y	IV
Lincoln	29	85	Y	IV
Putnam	29	86	Y	IV
Marion	29	87	Y	IV
Hardeman	29	89	Y	IV
Carroll	29	90	Y	IV
Perry	29	91	Y	IV
Claiborne	29	92	Y	IV
Hamblen	29	93	Y	IV
County	Score	Rank	Viable	Tier
Moore	20	14	N	V
Smith	20	16	N	V
Johnson	20	24	N	V
Hickman	20	29	N	V
McNairy	20	35	N	V
Grainger	20	40	N	V
Franklin	20	42	N	V
Trousdale	20	47	N	V
Roane	20	52	N	V
Houston	20	54	N	V
Stewart	20	56	N	V
Polk	20	59	N	V
Morgan	20	66	N	V
Union	20	68	N	V
Pickett	20	71	N	V
Humphreys	20	78	N	V
Lawrence	20	88	N	V
Obion	20	94	N	V
Macon	20	95	N	V

2016 MTBA EXHIBIT 6
COUNTY RENTAL HOUSING NEEDS SCORES
PRESERVATION OR REHABILITATION

County	Score	Rank	Tier
Shelby	46	1	I
Davidson	46	2	I
Knox	46	3	I
Hamilton	46	4	I
Tipton	46	5	I
Dyer	46	6	I
Sumner	46	7	I
Fentress	46	8	I
Jefferson	46	9	I
Union	46	10	I
County	Score	Rank	Tier
Wayne	42	11	II
Dickson	42	12	II
Hancock	42	13	II
Polk	42	14	II
Jackson	42	15	II
Johnson	42	16	II
Stewart	42	17	II
Moore	42	18	II
Houston	42	19	II
Cannon	42	20	II
Bledsoe	42	21	II
Pickett	42	22	II
Meigs	42	23	II
Trousdale	42	24	II
Rutherford	42	25	II
Washington	42	26	II
Lake	42	27	II
Bradley	42	28	II
Roane	42	29	II
Scott	42	30	II
County	Score	Rank	Tier
Robertson	37	31	III
Giles	37	32	III
Hickman	37	33	III
Cocke	37	34	III
Madison	37	35	III
Greene	37	36	III
Overton	37	37	III
Montgomery	37	38	III
Haywood	37	39	III
Cumberland	37	40	III
Wilson	37	41	III
Maury	37	42	III
Fayette	37	43	III
Lauderdale	37	44	III
Sevier	37	45	III
McMinn	37	46	III
Smith	37	47	III

County	Score	Rank	Tier
Marion	29	48	IV
Williamson	29	49	IV
Blount	29	50	IV
Claiborne	29	51	IV
Campbell	29	52	IV
Bedford	29	53	IV
Crockett	29	54	IV
Hardin	29	55	IV
Morgan	29	56	IV
Lawrence	29	57	IV
Grundy	29	58	IV
Monroe	29	59	IV
Gibson	29	60	IV
Grainger	29	61	IV
Hawkins	29	62	IV
Benton	29	63	IV
Putnam	29	64	IV
Anderson	29	65	IV
Sullivan	29	66	IV
Henderson	29	67	IV
Coffee	29	68	IV
Hamblen	29	69	IV
County	Score	Rank	Tier
Lincoln	20	70	V
Carter	20	71	V
Warren	20	72	V
Loudon	20	73	V
Franklin	20	74	V
DeKalb	20	75	V
Weakley	20	76	V
Cheatham	20	77	V
White	20	78	V
Sequatchie	20	79	V
McNairy	20	80	V
Unicoi	20	81	V
Decatur	20	82	V
Humphreys	20	83	V
Chester	20	84	V
Van Buren	20	85	V
Henry	20	86	V
Marshall	20	87	V
Rhea	20	88	V
Carroll	20	89	V
Hardeman	20	90	V
Lewis	20	91	V
Macon	20	92	V
Perry	20	93	V
Obion	20	94	V
Clay	20	95	V

(I) **Introduction**

Certification

Qualifications

Assumptions & Limiting Conditions

TN License

Identity of Interest Statement

Attachments:

Executive Summary:

In addition to the Executive Summary form include the following information on letterhead;

"AS IS" current market value

"AS IS" current restricted value - do not include any undue stimulus in this value such as: interest credit subsidy, deferred costs, furniture and /or any other intangible items.

"AS IS" current market value at placed in service

"AS IS" restricted value as is placed in service - do not include any undue stimulus in this value such as: interest credit subsidy, deferred costs, furniture and /or any other intangible items.

Reconciliation of estimated values - current market and restricted values

Reconciliation of estimated values - market and restricted values at placed in service

Summary of Significant Facts, (include graphs)

Cost Approach

Sales Comparison Approach

Income Capitalization Approach

Rental Comparable / Competitive Environment, include up to six (6) months comparables

Scope of Work, (Hard Costs)

Employment & Economy, (include graphs)

Amenities

MAPS:

Primary Market Area

Neighborhood

Aerial

Color photographs of the proposed site and /or existing structure and surrounding neighborhood.

Color photographs of Rent Comparables and Sales Comparables.

Narratives should be limited to two (2) pages for each attachment.

(II) (a) The appraisal must also contain current information less six (6) months old at time of submission.

(b) The appraisal must also include data and information regarding all existing or proposed tax credit developments that received an allocation of tax credits in this calendar year or in any prior calendar year that are located in the neighborhood and in the market area.

(c) Name and telephone number of person performing the study & their qualifications to perform this appraisal.

(d) On site field study by person performing the appraisal must be within six (6) months of the date of the initial application.

(e) Data identifying and describing the market areas, neighborhood and site, including geographic and demographic information.

(f) Current and projected need based on market conditions supported by data from various market sources including waiting list information from all Section 8 and local public housing authorities serving that area.

(g) Projected absorption time (rent up) of the proposed units by the market.

(h) Data identifying and supporting the need for rental housing for "Special Housing Needs".

The elderly (62 yrs. and older), persons with disabilities, and permanent support housing for the homeless, if such structure was proposed in the Initial Application.

Signature

Print Name, Title & Date

EXECUTIVE SUMMARY / Exhibit 17

(i) Executive Summary

Project Name:					
Location:					
Street Address	City/State	Zip Code	County	Total Units	Non-Revenue Unit
PMA Description			SMA Description		LIHTC Units
Farthest Boundary Distance to Project				# Buildings	Leasing Unit
Within QCT (y/n)		Within DDA (y/n)			
Type of Development			Targeted Household Type		
Highest & Best Use					

(ii) Rental Housing Stock

Type	# Properties	Total Units	Vacant Units	Current Occupancy
All Rental Housing				
Market-Rate Housing				
Assisted/Subsidized Housing (excl. LIHTC)*				
LIHTC Housing*				
All Comparable Developments ¹				
Non-Stabilized Comparable Developments				

*Includes properties located outside the subject's defined PMA due to lack of available data within the subject's PMA.

¹Comparable developments are those that compete at nearly the same rent levels & tenant profile, such as age, family & income.

(iii) Rent Comparison

Proposed Subject Rents in Comparison to Market								Highest Unadjusted Comp Rent	
Proposed Subject Development					Adjusted Mkt Rent			Highest Unadjusted Comp Rent	
# Units	# BR	# BA	S.F.	Proposed Rent	Per Unit	Per S.F.	Mkt Adv.	Per Unit	Per S.F.
Gross Proposed Monthly Rent						Avg. Mkt Adv.			

(iv) Demographic Data

Household Segment	2010	2015	2017
Renter Households			
Income-Qualified Renter Households			
Market Rent Households (if applicable)			

(v) Targeted Income-Qualified Renter Household Demand

Type of Demand	50%	60%	Market-Rate	Other ___	Other ___	Overall
Renter Household Growth						
Existing Households						
Home Conversion						
Other - Rent Overburdened and Substandard Units						
Less Comparable/Competitive Supply						
Net Demand						

(vi) Capture Rates

Target Population	50%	60%	Market-Rate	Other ___	Other ___	Overall
Capture Rate						

(vii) Absorption Rate

Absorption Rate	Per Month	Absorption Period	Months
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SUMMARY OF SIGNIFICANT FACTS / Exhibit 7

(i) Project Identification

Project Name:					
Location:					
Street Address	City/State	Zip Code	County	Total Units	Managers Unit
TAX ID NUMBER, (if available)				LIHTC Units	Leasing Unit
Owner of Record				# Buildings	

(ii) Site Summary

Site Acreage				
Shape				
Topography				
Zoning District				
Flood Map / Panel No.				
Adjacent Land Uses				
Surrounding Area				
Year Built				
Construction Type				
Project Amenities				
Unit Amenities				
Utilities				

(iii) Demographics Summary

		2010	2015	2017
Population Growth				
	PMA			
	County			
	State			
Household Growth				
	PMA			
	County			
	State			
Household by Type				
	PMA			
	County			
	State			
Household by Annual Income				
	PMA			
	County			
	State			
Household Tenure Patterns % of Renter-Occupied				
	PMA			
	County			
	State			

(iv) Conclusion

Include:
Narrative
Graphs

COST APPROACH / Exhibit 7

(i) General Data

Project Name:					
Location:					
Street Address	City/State	Zip Code	County	Total Units	# of Bldgs.
				LIHTC Units	Non-Revenue Unit

(ii) Cost Data

Cost Source	Section/Page	Bldg. Type	Bldg. Class	Base S.F Cost

(iii) Square Foot Refinements

Item	Unit Cost	Unit Type	S.F. Cost
S.F. Refinements:			

(iv) Multipliers & Refinements

Item	Description	Multiplier
Combined Multipliers:		
Adj. for Refinements:		

(v) Bldg. Improvements

Item	Adj. Base Costs	Unit Type	Quantity	Total
Total Bldg. Improvement Cost:				

(vi) Site Improvements

Item	Unit Cost	Unit Type	Quantity	Total
Total Site Improvement Costs:				
Subtotal / Bldg. & Site Costs:				

(vii) Indirect Cost & Profit

Item	% Cost	% Type	Total
Total Soft Costs:			
Total Replacement Costs New:			

(viii) Depreciation

Component	Effective Age	Life	%	Amount
Total Depreciation:				
Depreciation Value of Improvement:				

(ix) Comments

Cost Approach Value Indication:				
Round:				
Value per S.F.				

SALES COMPARISON APPROACH / Exhibit 7

(i) General Data					
Project Name:			Market Rate:		
Location:					
Street Address	City/State	Zip Code	County	Total Units	Non-Revenue Unit
Management Company:		Contact:		LIHTC Units	Leasing Unit
Lease Terms:			# Buildings		
Date Polled:		Occupancy:			
Year Built:	Exterior:	Design:	Condition:		
Absorption:	Utilities:	Parking:			
Age Restricted:			Other:		
(ii) Sales Adjustment Grid "As Is" Value					
	Subject	Sale 1	Sale 2	Sale 3	Sale 4
Sales Price					
Bldg. Size - # of units					
Unit Price - per unit					
(iii) Elements of Comparison					
Rights Conveyed					
Comparison					
\$ Adjustment					
Financing					
Comparison					
\$ Adjustment					
Terms of Sale					
Comparison					
\$ Adjustment					
Market Conditions					
Comparison in Years					
Adjustment Factor					
\$ Adjustment - sales prior to 2015					
(iii) Property Characteristics					
Location & Accessibility					
Comparison					
% Adjustment					
\$ Adjustment					
Effective Age in Years					
Comparison					
% Comparison					
\$ Adjustment					
Avg. Size of Unit Mix					
Comparison					
% Comparison					
\$ Adjustment					
Amenities & Quality					
Comparison					
% Comparison					
\$ Adjustment					
Net % Adjustment					
Net \$ Adjustment					
Net \$ Adjustment					
Adjusted Unit Price					
Market Range Per Unit					
Maximum:					
Minimum:					
Mean:					
Median					
Indicated Market Value "AS IS"					
# Units:					
\$ Per Unit:					
Rounded:					

INCOME CAPITALIZATION APPROACH / Exhibit 7

(i) General Data

Project Name:				Date:	
Location:					
Street Address	City/State	Zip Code	County	Total Units	Non-Revenue Unit
Other:				LIHTC Units	Leasing Unit
				# Buildings	

(ii) Operating Statement Based on Market Rents & Assuming Completed / Developed / Renovated

Potential Gross Income				
Units @ rent per month annually:		\$0		
Units @ rent per month annually:		<u>\$0</u>		
Total Potential Gross Rental Income:			\$0	
Other Income:			\$0	
Effective Gross Rental Income:			<u>\$0</u>	
Less Vacancy & Credit Loss:				
Effective Gross Income:			<u>\$0</u>	
Less Operating Expenses:	<u>Per Unit</u>	<u>Amount</u>		
Advertising	\$0	\$0		
Office & Administrative	\$0	\$0		
Utilities	\$0	\$0		
Salaries & Compensation	\$0	\$0		
Repairs & Maintenance	\$0	\$0		
Management %	\$0	\$0		
Insurance	\$0	\$0		
Real Estate Taxes	<u>\$0</u>	<u>\$0</u>		
Total Operating Expenses:	\$0	\$0		
Less Operating Expenses:			\$0	
Less Reserve Replacements:			\$0	
Net Operating Income:			<u>\$0</u>	
Capitalized @ % ____	%		-	
Indicated Value:			#VALUE!	
Rounded Market Value:			<u>\$0</u>	

(iii) Operating Statement Based on "AS IS" Affordable Housing & Assuming Completed / Developed / Renovated

Potential Gross Income				
Units @ rent per month annually:		\$0		
Units @ rent per month annually:		<u>\$0</u>		
Total Potential Gross Rental Income:			\$0	
Other Income:			\$0	
Effective Gross Rental Income:			<u>\$0</u>	
Less Vacancy & Credit Loss:				
Effective Gross Income:			<u>\$0</u>	
Less Operating Expenses:	<u>Per Unit</u>	<u>Amount</u>		
Advertising	\$0	\$0		
Office & Administrative	\$0	\$0		
Utilities	\$0	\$0		
Salaries & Compensation	\$0	\$0		
Repairs & Maintenance	\$0	\$0		
Management %	\$0	\$0		
Insurance	\$0	\$0		
Real Estate Taxes	<u>\$0</u>	<u>\$0</u>		
Total Operating Expenses:	\$0	\$0		
Less Operating Expenses:			\$0	
Less Reserve Replacements:			\$0	
Net Operating Income:			<u>\$0</u>	
Capitalized @ % ____	%		-	
Indicated Value:			#VALUE!	
Rounded Market Value:			<u>\$0</u>	

RENTAL COMPARISON DATA / Exhibit 7

(i) General Data					
Project Name:			Market Rate:		
Location:					
Street Address	City/State	Zip Code	County	Total Units	
Management Company:		Contact:		LIHTC Units	
Lease Terms:				# Buildings	
Date Polled:		Occupancy:			
Year Built:	Exterior:	Design:	Condition:		
Absorption:	Utilities:	Parking:			
Age Restricted:			Other:		

(ii) Rental Data & Unit Breakdown				
Unit Type		S.F.	Monthly Rent	Rent Per S.F.

(iii) Project / Unit Amenities				
Project Amenities		Unit	Amenities	

(iv) Comments				

(v) Concessions				

(vi) Area median Income					
Subject Unit Mix	1 Persons	2 Person	3 Persons	4 Persons	5 Persons

(vii) Conclusion				
Include:				
Economic Narrative				
Graphs				

Amenities / Exhibit 12

Neighborhood Characteristic	Name & Address	Mileage from Site
<u>Full service grocery</u>		
<u>Pharmacy or Drug Store</u>		
<u>Full service restaurant and /or retail center</u>		
<u>Stand-alone shopping stores</u>		
<u>Public transportation access</u>		
<u>Full service bank or credit union</u> (ATMs do not qualify)		
<u>Health Care Facilities including: Doctor's offices,</u>		
<u>Public community centers</u>		
<u>Public Library</u>		
<u>U. S. Post Office</u>		
<u>Convenience store with gas station</u>		
<u>Churches or places of worship</u>		
<u>Police Station or Sheriff Offices</u>		
<u>Fire Stations</u>		
<u>Public Park</u>		
<u>Public School</u>		

Exhibit 7
2016 Land Appraisal Guidelines

(I) Introduction

Report to include the following:

Industry Standard Land Appraisal Report
Supplemental Addendums
Statement of Assumptions & Limiting Conditions
Location Map
Plat
Aerial Map
Subject Photos
Comparable Photos
TN License
Qualifications
Statement of Indentity of interest

(II) (a) The appraisal must also contain current information less six (6) months old at time of submission.

(b) Name and telephone number of person performing the study & their qualifications to perform this report.

(d) On site field study by person performing the appraisal completed within six (6) months of the initial application.

Signature

Printed Name, Title & Date

(I) Introduction

a. Executive Summary

* General narrative of property

*Description of existing condition;
major capital needs / rehab hard cost
immediate capital needs
total capital needs costs
total capital needs costs per unit
identity of interest statement

b. A physical inspection conducted by an independent third party

* Reports and all acknowledgements must be within six (6) months of the proposed application

c. List of units inspected

* Reports and all acknowledgements must be within six (6) months of the proposed application

Signature

Print Name, Title & Date



2016 Physical Needs Assessment Guidelines / Exhibit 8

d. Repair, Replacement and Scope of Work

* Summary of "hard costs" over two (2) year period, (placed in service)

Preservation and / or Rehabilitation

(i) Developments involving **substantial** preservation or rehabilitation must be:

* rehabilitated so that, upon completion of all rehabilitation as described in this document all major components and systems will not require further substantial rehabilitation for a period of at least fifteen (15) years from the required placed in service date.

* major building components are described as:

roof structures, wall structures, floor structures, foundations, plumbing systems, central heating and air conditioning systems, electrical systems, doors and windows, parking lots, elevators, and fire/safety systems.

* rehabilitation hard costs must be no less than the greater of thirty percent (30%) of building acquisition costs or eleven thousand dollars, (\$11,000) per unit.

(ii) Developments involving **moderate** preservation or rehabilitation must be:

* rehabilitated so that, upon completion rehabilitation hard cost must be no less that the greater of twenty-five percent (25%) of buliding acquisition cost or seven thousand dollars (\$7,000) per unit.

* the rehabilitation scope of work must include, at a minimum, all appliances in all units being energy-star compliant (this requirement does not apply to dryers, ovens, ranges or microwaves).

* and all work specified in this document with regard to drywall, carpet, tile, interior & exterior paint, the electrical system, heating and conditioning systems, roofs, windows, interior and exterior doors, stairwells, handrails, and mailboxes.

(iii) Developments involving **limited** preservation or rehabilitation must be:

* rehabilitated so that, upon completion of all rehabilitation hard cost must be no less that the greater of twnty-percent (20%) of building acquisitioncost or six thousand dollars (\$6,000) per unit.

* scope of work must include, at a minimum, all work specified in this document with regard to interior and exterior common areas:

exterior painting and/or power washing, gutters, parking areas, sidewalks, fencing, landscaping, and mailboxes.

Signature

Print Name, Title & Date

(i) STRUCTURAL ELEMENTS / Exhibit 8

1. Substructures:	Observe foundations Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Exterior Walls:	Condition of the exterior walls Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
3. Windows:	Windows to be replaced Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Exterior Doors:	Doors to be replaced Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Soffits and Trims:	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
6. Roofing:	Condition of the roof(s) Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> How many buildings will receive new roofs:
7. Elevator(s):	Condition of the elevator(s) Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> No elevators <input type="checkbox"/>
8. Common Areas:	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
9. Laundry Facilities:	Condition of the facility Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
10. Office Area:	Condition of the office Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Office and restroom facility handicapped accessible Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Playground and/or Picnic Area:	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
Please provide further information and reference the number and section (e.g. 1(i), 2(i), etc.)	

(ii) INTERIOR ELEMENTS

1. Interior Finishes (Walls, Ceilings and Soft Surfaces):	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
2. Interior Doors (including closets):	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
3. Kitchen Fixtures and Appliances:	
	Energy Star rated frost free refrigerator/replaced in all units Yes <input type="checkbox"/> No <input type="checkbox"/>
	Energy Star rated dishwashers to be installed or replaced in all units Yes <input type="checkbox"/> No <input type="checkbox"/>
	All stoves to be replaced Yes <input type="checkbox"/> No <input type="checkbox"/>
	All range ventilation hoods to be replaced Yes <input type="checkbox"/> No <input type="checkbox"/>
	All cabinets to be replaced Yes <input type="checkbox"/> No <input type="checkbox"/>
	All countertops to be replaced Yes <input type="checkbox"/> No <input type="checkbox"/>
	Flooring to be replaced in all units Yes <input type="checkbox"/> No <input type="checkbox"/>
	Appliances provided (do not include microwaves, ovens, ranges or dryers) in units are Energy Star Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Bathroom Fixtures:	Bath tubs Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
	Sinks and vanities to be replaced Yes <input type="checkbox"/> No <input type="checkbox"/>
	Flooring to be replaced in all units Yes <input type="checkbox"/> No <input type="checkbox"/>
	Exhaust Fans in Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
4. Water Conservation-Plumbing Fixture:	
	Each unit have at least 1 high efficiency or dual flush toilet Yes <input type="checkbox"/> No <input type="checkbox"/>
	Low flow showerheads installed in all units Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Plumbing Systems:	Provide a brief description of water supply, piping, and sewer connections
6. Electrical Systems:	Electrical System adequate Yes <input type="checkbox"/> No <input type="checkbox"/> GFCI outlets in kitchen and bath Yes <input type="checkbox"/> No, but to be installed <input type="checkbox"/>
	Each unit have a hard wired battery back-up smoke detectors Yes <input type="checkbox"/> No <input type="checkbox"/>

Energy Efficiency	
HVAC System(s):	System(s), line sets and air handler(s) rated 14 SEER or higher sized for the unit(s) and/or buildings Yes <input type="checkbox"/> No <input type="checkbox"/>
	Energy Star rated unit temperature control thermostats in all units Yes <input type="checkbox"/> No <input type="checkbox"/>
(ii) INTERIOR ELEMENTS CONT'D.	
Windows & Doors:	Use of double glazed, insulated energy efficient windows for in all units Yes <input type="checkbox"/> No <input type="checkbox"/>
	Metal-clad wood, fiberglass or hollow metal construction exterior doors with a minimum R-11 in all units Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrical-Lighting:	Light fixtures in units & common areas fitted with Energy Star light bulbs, compact florescent or LED Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide further information and reference the number and section (e.g. 1(ii), 2(ii), etc.)	
(iii) EXTERIOR SITE IMPROVEMENT	
1. Site Lighting:	Exterior lighting sufficient Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Driveways, Parking Lots, & Sidewalks:	
	Sealing Yes <input type="checkbox"/> No <input type="checkbox"/> Restriping Yes <input type="checkbox"/> No <input type="checkbox"/> Overlay Yes <input type="checkbox"/> No <input type="checkbox"/>
	Sidewalks Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
	Sufficient handicapped accessible parking spaces Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Site Drainage:	Is drainage adequate Yes <input type="checkbox"/> No <input type="checkbox"/> Soil erosion Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Landscaping:	Over all quality and health of vegetation and landscaping Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
5. Signage:	Proper signage identifying the development Yes <input type="checkbox"/> No <input type="checkbox"/> Signage to be replaced Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Fencing:	Condition of Fencing Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Fencing to be installed <input type="checkbox"/> No fencing <input type="checkbox"/>
7. Site & Retaining Walls:	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> No work necessary <input type="checkbox"/>
8. Refuse Collection Area(s):	Concrete pad(s) in Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Fencing around pad(s) Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
9. Other Structures:	
Please provide further information and reference the number and section (e.g. 1(iii), 2(iii), etc.)	
(IV) SUMMARY OF SIGNIFICANT FACTS	
Introduction	
Scope of Work	
Immediate Deficiencies	
Near Term Repairs Years 1 and 2	
Long Term Repairs Years 3 thru 15	
Reminder Repair	
Color photos of exterior and interior of property	
Fire & Code Enforcement Verifications	

2016 MTBA EXHIBIT 9 CONSTRUCTION INSPECTION REQUIREMENTS

To ensure properties that were allocated Multifamily Tax-Exempt Bond Authority ("MTBA") by THDA are constructed in accordance with applicable federal guidelines, applicable Program Description ("PD") standards, and applicable building codes in the creation of safe, sound, and affordable housing for low-income Tennesseans, THDA will conduct construction site visits for developments allocated MTBA in 2013 and thereafter.

The intent of the procedure is to ensure that developments with which THDA is involved conform to requirements outlined in the applicable PD, provide the amenities represented in the MTBA Application and are constructed in a manner compatible with THDA's mission of creating safe, sound, affordable housing opportunities.

For competitive LIHTC, noncompetitive LIHTC, and Multifamily Tax-Exempt Bond Authority ("MTBA") deals, the Construction Control Manager ("CCM") will monitor the anticipated construction commencement date (obtaining date from Partnership Agreement, syndication letter of intent, or contact with applicant) and will notify the Construction Analyst ("CA") of the date.

Beginning with the developments allocated MTBA in 2015, the CCM will organize and hold pre-construction meetings at THDA to review PD requirements, inspection schedule, expectations, etc. Attendees at the meeting will include: representatives of the owner, architect, contractor, THDA's CA, and any THDA staff as necessary. The meeting may be waived at the CCM's discretion.

Physical inspections will be conducted by the CA periodically following the beginning of construction. The inspection schedule may be adjusted due to construction progress, comfort level with developer, on-site practices, etc., but in any event, as long as construction is progressing, CA will visit each site as necessary until construction is completed. For the initial inspection, the owner will be notified a minimum of 2 weeks in advance. Subsequent inspections may not be pre-scheduled.

A notice must be received by THDA within 30 days of the last building placed in service date or date of substantial construction completion. For new construction, documentation should include copies of the Certificate(s) of Occupancy. For rehabilitation that does not receive Certificate(s) of Occupancy, either the architect, or, if no architect is involved, the general contractor, should complete the AIA form of Substantial Completion (AIA Document G704 – 2000).

Once THDA has received the notice of the last building being placed in service, a final inspection (prior to the refund of any fees pursuant to the PD) will be scheduled with the developer, and the CA will schedule the final inspection. The inspection will confirm that construction is final, that all LIHTC amenities have been provided, and that all items were built to applicable QAP requirements.

If any items remain outstanding, the CA will provide written notice to owner. Generally, an informal email listing any issues will be used to begin the resolution process. If items remain outstanding, a customized, formal letter reiterating points received during allocation and any repercussions for not providing the required item(s) will be sent to the owner.

Please contact the following with questions:

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THDA makes no representations or warranties to applicants, developers, owners or anyone else as to compliance with any laws or regulations applying to MTBA or MTBA developments, or as to the feasibility or viability of any proposed MTBA development.