



Federal Home Loan Bank
NEW YORK

Affordable Housing Program

2020 Rental Project
Instruction Manual



AFFORDABLE HOUSING PROGRAM

APPLICATION MANUAL
FOR RENTAL PROJECTS

All applications to the 2020 AHP Competitive Offering
Must be submitted to the
Federal Home Loan Bank of New York's
SFTP Portal no later than 5:00 PM on Friday, March 20th, 2020

Additional inquiries should be directed to:

Phone: (212) 441-6850

www.fhlbny.com

E-mail: ahp@fhlbny.com



Applicant's Guide to Success

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Instruction Manual

Important Guidelines to Submit a Competitive Application

I. GENERAL INSTRUCTIONS

2020 Affordable Housing Program

Effective 2020, Members must prepare and submit an electronic version of the AHP Application and all related supporting documentation via the FHLBNY SFTP Portal no later than 5:00 PM on Friday March 20th, 2020.

1. Be sure that the sponsor certification is signed by a representative of the Sponsor, scanned as a PDF file and saved as Project Name_Sponsor Certification.pdf.
2. Deeds, contracts of sale, leases, legal records, photographs, loan agreements, and other similar types of documentation must be scanned as PDF files and named in a manner that indicates both the project name and the type of supporting documentation, such as Project Name_Deed.pdf. See page 23 for a visual on the filing structure for an AHP application.
3. All files must be consolidated into one ZIP file before they can be uploaded to the Portal. Do not submit multiple files.
4. The Rental Project Workbook should be saved as an Excel file and named "Rental Project Workbook.xlsx". However, the Application form must be saved using the Excel extension .xlsx.

Note the following instructions for uploading to the SFTP

Portal:

1. If you have not yet enrolled in the SFTP Portal, the member bank submitting the AHP application must contact FHLBNY for an AHP – SFTP Enrollment form and return it within 24 hours (see cover page for contact details).
2. Navigate to the SFTP Portal and log in using the previously provided credentials.
3. Upload the documents by first clicking on the "File Upload" arrow button.
4. Select the desired ZIP file for upload.
5. Click "Open." The uploading process will begin.

After all applications have been submitted, the FHLBNY will provide a list of the applications received by the application deadline to the Member's primary contact person. Sponsors, developers and consultants may contact the Member at that time to verify that their application was received. It is the Member's responsibility to ensure all files are included in the application submission.

Review the following prior to completing the AHP Application:

1. The "Application Package" materials are located on the Federal Home Loan Bank of New York's ("FHLBNY") website at link: <https://www.fhlbny.com/community/housing-programs/ahp/ahp-application>



I. GENERAL INSTRUCTIONS

2. Only a stockholder institution ("Member") of the FHLBNY in good standing may submit an AHP application and request AHP subsidy on behalf of the Project Sponsor. A "Membership List" is available on the FHLBNY website at the following link: <https://www.fhlbny.com/members/membership-list/>
3. While a Member may defer completion of the AHP Application to other parties, the Member ultimately accepts full responsibility for its content and is bound by all information submitted in the AHP Application. Two representatives of the Member must sign the Member Certification.
4. The Sponsor Certification must also be signed by a signatory of the Sponsor.
5. Submit the application to the SFTP Portal only once.
6. Carefully review and follow this AHP Instruction Manual, the AHP 2020 Implementation Plan, and all instructions delineated in AHP Application Workbooks.
7. No fee is required in order to submit the AHP Application.
8. For further assistance, please call our department's general information number at (212) 441-6850 or transmit an e-mail inquiry to ahp@fhlbny.com.
9. All AHP Applications will be scored on a competitive basis and the decisions of the FHLBNY are final.
10. The AHP Application form and accompanying documentation must be written in English or include English translations of any documents written in another language.
11. If a document is applicable to the Project, failure to submit appropriate documentation may result in a loss of points. If a particular section is not applicable to the Project, simply insert a page or save a file which includes the statement "Not Applicable." Failure to submit a properly organized and completed AHP Application package may result in a loss of points.



II. AFFORDABLE HOUSING PROGRAM REQUIREMENTS

The AHP Application process incorporates the requirements of the regulation that governs the FHLBNY's administration of AHP, as promulgated by the Federal Housing Finance Agency and published in the Code of Federal Regulations at 12 CFR Part 1291. The AHP Application also incorporates the FHLBNY's current policies, procedures, and operating practices. Before completing the AHP Application, carefully review the following items which can be found on the AHP website:

1. AHP Regulation;
2. 2020 Implementation Plan
3. FHLBNY's AHP Project Financial Feasibility Analysis Guidelines outlined in the Implementation Plan;
4. Median income guidelines for the Census Tract or county in which the Project site(s) is(are) located as determined by the U.S. Department of Housing and Urban Development ("HUD");
5. Tri-party Affordable Housing Program Direct Subsidy Agreement;
6. The appropriate long term retention documents, which are to be completed, executed and recorded upon the disbursement of subsidy if the Project is selected for funding. Please note, the required long term retention documents may vary based on the Project's financing structure.

Before submitting the AHP Application, the Member is advised to review the completed contents of the AHP Application, all supplemental documentation, these instructions and guidelines, the federal AHP regulation, the AHP Implementation Plan, and all attachments thereto.

1. PROJECT LOCATION

Provide the name of the Project or program for which AHP funds are requested. Specify the building, street address, city, county, state, zip code, and census tract, being consistent with data obtained from <https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx> for at least one of the parcels that comprise the Project. (For projects that contain multiple parcels, include the details for each parcel in "Site Information" worksheet of the Rental Project Workbook). If additional space is needed, submit one supplemental sheet for each site as an addendum to the AHP Application form. Provide the Congressional District(s) and Congressional Representative(s) for the site(s) that will comprise the Project.

2. PROJECT DEVELOPMENT PARTICIPANTS

1. **FHLBNY MEMBER:** Provide the requested information for the Member's contact person. The contact person should be the one most familiar with the AHP Application and need not be the same person who signs the AHP Application.
2. **SPONSOR:** Provide the requested information for the Sponsor's contact person. The contact



II. AFFORDABLE HOUSING PROGRAM REQUIREMENTS

person should be the person most familiar with the AHP Application.

- A. Review the instructions for the "Sponsorship by a Non-Profit or Government Entity" section of the AHP Application before designating the Sponsor, because the designation of the Sponsor may affect the AHP Application's score.
3. **CONSULTANT:** If a consultant assisted in the preparation of the AHP Application, provide the requested information for the consultant's contact person. The contact person should be the person most familiar with the AHP Application. If the Sponsor did not use a consultant, this section may be left blank. Note that AHP funds may not be used to pay the consultant fees associated with preparing the AHP Application.
4. **DEVELOPER:** If the Project's developer is a third party, provide the requested information for the Developer's contact person. The Developer's contact should be the person most familiar with the AHP Application. Please indicate on the form if the Sponsor will be serving as the developer.

3. PROJECT TYPE

PROJECT TYPE: Check one or more boxes in the AHP Application Form to designate the project type.

TOTAL NUMBER OF UNITS AND UNIT CLASSIFICATION:

Fill in the number of units of each category below and the narrative questions which follow. This information is requested for regulatory reporting purposes and will have no bearing on the Project's score or competitive performance.

1. Total Project Units - The total number of units for which AHP subsidy is requested (including any units that are reserved for occupancy by a superintendent).
2. Total AHP-Assisted Units - The total number of units in the project (excluding any units that are reserved for occupancy by a superintendent).
3. Extremely Low-Income units - The number of units reserved for households earning 30% or less of the area median income (AMI) as determined by HUD.
4. SRO Units - The number of Single Room Occupancy units in the Project.
5. Elderly Units - The estimated number of units, if any, which are or will be occupied by elderly households.
6. Handicapped Units - The estimated number of units, if any, which are or will be occupied by handicapped households.
7. Newly Constructed Units - The number of units, if any, to be constructed using AHP subsidy.



II. AFFORDABLE HOUSING PROGRAM REQUIREMENTS

8. Rehabilitated Units - The number of units, if any, to be rehabilitated using AHP subsidy.
9. Group Home Beds - The estimated number of beds, if any, which are or will be created in group homes
10. Rural Units - The number of units to be located in rural areas.
11. Section 8 Units - The number of units that will be assisted by tenant-based or project-based Section 8 rental subsidy.

4. SUBSIDY REQUEST

The maximum subsidy limit for all AHP application submissions is no more than \$40,000 per AHP-targeted unit and no more than \$2.5 million per project. An AHP-targeted unit is one for which the income targeting at or below 80% AMI. AHP funds may be provided in the form of a Direct Subsidy, which is a grant, or as a Subsidized Advance, which is a loan to the Member that enables the Member to provide a below-market rate loan to the Project. On the AHP Application Form in the section "Subsidy Request," complete Part 1 or Part 2 to indicate the subsidy type sought by the Sponsor. Refer to Section 15 ("Other FHLB Participation") of the application form to indicate whether or not AHP subsidy from another Federal Home Loan Bank is part of the Project's financial structure and/or if the Project has applied to another AHP program.

Please be advised of the following:

1. Projects with a Competitive AHP award may,

under certain circumstances, request an increase in AHP subsidy which must be made through the modification process. The decision to increase AHP funds to previously awarded projects is at the sole discretion of FHLBNY and must be approved by its Board of Directors. FHLBNY will take into consideration the extent to which the project has met the regulatory thresholds and the amount of AHP funds available to fund such modification. See the 2020 AHP Implementation Plan for further details on increasing subsidy.

2. If a subsidized advance is requested, the interest revenue is foregone from making a subsidized advance at a rate below the Bank's cost of funds. The net present value of the interest revenue shall be determined as the earlier of: the date of disbursement of the subsidized advance; or the date, prior to disbursement, on which the Bank first manages the funding to support the subsidized advance. The subsidized advance may be managed through an asset/liability management system, or otherwise.
3. Although the FHLBNY will make every effort to consider the full amount of AHP subsidy requested, the actual interest rate on a subsidized advance (or the actual amount of Direct Subsidy that a project may qualify for) will ultimately be subject to verification and approval by the FHLBNY.



II. AFFORDABLE HOUSING PROGRAM REQUIREMENTS

4. Prepare the Rental Project Workbook before completing the subsidy request section of the application form.
5. Any subsidy request that exceeds the FHLBNY's maximum AHP subsidy limits may cause the AHP Application to be eliminated from the competitive scoring process.

5. INCOME ELIGIBILITY GUIDELINES

The median income for an area, as published annually by The U.S. Department of Housing and Urban Development (HUD) has been designated as the area median income ("AMI") standards that can be used to qualify AHP-Assisted households for rental projects. That standard must be used to set the occupancy goals listed on the Rental Project Workbook and to determine income eligibility for all Project tenants. The HUD income limits may be accessed at: <http://www.huduser.org/DATASETS/il.html>.

Rental projects that serve households that are eligible for assistance from a Tribally Designated Housing Entity or Housing Authority may use the greater of the HUD or Native American Housing Assistance and Self Determination Act of 1996 ("NAHASDA") income guidelines. Please note that the occupancy targets identified at time of application to the AHP must coincide with targeting commitments made to other funding sources.

6. PROPOSED USE OF AHP SUBSIDY IN RELATION TO OTHER

FUNDING SOURCES

AHP subsidy may only finance the acquisition, rehabilitation, and/or construction of residential units. AHP funds may only be used as specified below. Social services or non-housing related programs provided to Project residents must be financed by other sources. Other funding sources must also finance any scope of any work related to non-residential areas within Project. Fill in the chart in Section 10 ("Proposed Use of AHP Subsidy") of the Application Form to indicate how AHP subsidy and other funding sources will be allocated. This chart must be consistent with the information included in the Rental Project Workbook. Consider the following when determining how to utilize AHP subsidy:

1. **Purchase Price** - AHP subsidy may be used toward the contract sales price for properties purchased after the AHP Application date. The FHLBNY requests an "as-is" appraisal to verify a "reasonable" purchase price, unless the site(s) will be donated.
2. **Rehabilitation/Construction Costs** - AHP subsidy may be used to reimburse the Sponsor for reasonable hard costs (including contractor's overhead and profit) incurred to construct and/or rehabilitate residential units after the date of AHP Application. Conversely, AHP subsidy may not be used for work in non-housing areas (such as management offices, meeting rooms, social service or recreational areas or commercial space). AHP subsidy may not be used to fund contingency or reserve accounts.



II. AFFORDABLE HOUSING PROGRAM REQUIREMENTS

3. **Soft Costs** - AHP subsidy may be used for the following: asbestos and lead based paint testing, architectural fees, engineering fees, legal fees, and closings costs. If AHP funds are requested and approved to finance certain soft costs, the AHP funds may not finance any such costs that were incurred prior to the date of the AHP Application. Furthermore, the AHP funds may not be accessed prior to the Sponsor or owner formally executing all necessary applicable documents or other funding agreements with the Project's other lenders and creditors.
4. **Without the prior consent of the FHLBNY, AHP subsidy generally may not be used for the following:** closing costs that the Sponsor or developer incurred in acquiring a site, appraisal fees, insurance premiums, real estate taxes, property security, utility costs, rent-up costs, marketing, furnishings, lost income, financing fees, construction interest, capitalized reserves, contingency, or other carrying costs.
5. **Developer's Retention** - AHP subsidy may be used for an amount within the FHLBNY's AHP Project Financial Feasibility Analysis Guidelines as outlined in the AHP Implementation Plan. However, if AHP funds are requested to fund all or a portion of the Developer's Retention,

specify the dollar amount requested in the AHP Application Form, which should coincide with the subsidy amount in the RPW's Development Budget. Documentation submitted in other parts of the drawdown package will be evaluated to determine whether the developer is eligible to receive the amount requested.

6. **Refinancing** - If AHP funds are used for refinancing, the proceeds of the refinancing must be used to create AHP-eligible units through purchase, rehabilitation or new construction. Additional information about refinancing is provided in the "Eligibility Requirements" section of the Application.

Please note that AHP funds may not be used to finance supportive services or other Empowerment Activities. Neither the development nor operating budgets should include line items to fund these activities unless explicitly required by another funding source.



III. MINIMUM PROJECT ELIGIBILITY THRESHOLD REQUIREMENTS

Projects must meet all of the eligibility requirements listed on the "Eligibility Requirements" Section of the AHP Application form as a prerequisite to scoring.

1. **Project Type:** The Project must involve the purchase, construction or rehabilitation of rental residential properties in which at least 20% of the AHP-Assisted Units will be occupied by households earning 50% or less of the AMI as determined by HUD. Permanent rental housing, transitional housing permitting a minimum stay of 6 months, emergency shelters, and mutual housing associations are considered eligible rental projects. The FHLBNY will consider the "Project Type", "Subsidy Use" and "Targeting" sections of the AHP Application to assess whether the Project meets this requirement.
2. **Timing of Subsidy Use:** The FHLBNY will review the Project schedule provided in the Application Form in order to assess whether or not the Project satisfies the requirement that the Sponsor or affiliate will take title to the proposed Project site(s) and begin to draw down AHP subsidy or use the AHP commitment to procure all other proposed financing sources within 12 months or approval.
3. **Feasibility Requirements:** The FHLBNY will evaluate the site control evidence, the "as-is" value, the Project Development Schedule, the status of

necessary governmental approvals, the Project's hard costs and whether the Project's financial structure is reasonable to make a determination that the Project is feasible. Any variations from the FHLBNY's AHP Project Feasibility Analysis Guidelines must be adequately justified and accompanied by supporting documentation. Failure to furnish the FHLBNY with the appropriate supporting documentation as evidence that the Project is feasible may result in the elimination of the AHP Application from the competitive scoring process.

4. **Non-eligible Costs:** The box must be checked as confirmation that the Member and Sponsor agree that AHP funds will not finance any of the ineligible costs specified on the AHP Application.
5. **Refinancing:** The box must be checked as confirmation that the Member and Sponsor agree that AHP funds will not be used for refinancing any existing mortgages on rental properties unless the proceeds are used to create AHP-eligible units through purchase, rehabilitation or new construction as described in Refinancing.
6. **Retention Requirements** – The box must be checked as confirmation that the Member and Sponsor agree to execute and record the appropriate AHP retention documents. The long-term retention period for rental projects is



III. MINIMUM PROJECT ELIGIBILITY THRESHOLD REQUIREMENTS

15 years.

7. Sponsor Qualifications: FHLBNY will assess the items submitted in the AHP application and supporting documentation to determine whether the Sponsor and/or a development team member meet the threshold requirements and is qualified and able to perform its responsibilities committed to in the AHP application. AHP will determine sponsor qualification based on a thorough review of the sponsor and development team's background and experience, body of existing affordable housing work, and current standing within the

AHP program, if any.

8. Fair Housing: The FHLBNY will assess the items submitted in this section to determine whether the marketing and occupancy of the Project will satisfy all fair housing laws and regulations.
9. Maximum Subsidy Limits: Inclusive of all AHP Application submissions specifically related to the Project (or affiliated housing initiative), the Project cannot receive more than \$40,000 in AHP subsidy per AHP-targeted unit and cannot request more than \$2.5 million in AHP subsidy available during a given competitive offering.



IV. SCORING CRITERIA

AHP Applications that meet the Eligibility Requirements described above will advance to the scoring phase of the AHP Application Review Phase. The FHLBNY will evaluate the information presented in the AHP Application Form as well as the supplemental documentation submitted with the application package. The FHLBNY will objectively rate each Project based on its ability to satisfy each of the nine scoring categories that collectively total 100 points.

The score for each category is designated as either fixed or variable. A fixed criterion means that all projects meeting the criterion will be awarded the maximum number of points for that criterion. A variable criterion means that points awarded will vary depending on the extent to which the Project meets the criterion in comparison with the other projects applying in the funding round. The FHLBNY's Board of Directors will subsequently approve AHP Applications for subsidy in descending order, starting with the highest scoring AHP Application, until the total amount of AHP subsidy available for this funding period is exhausted.

To determine if scoring criterion are met, FHLBNY will evaluate supporting documentation furnished in the application package. The nine categories that comprise AHP competitive scoring criteria are as follows: (refer to the AHP 2020 Implementation Plan for full details and requirements):

1. Government-owned or other donated/conveyed properties (5 points – variable): The creation of housing using a significant proportion of units or land (minimum 20%) conveyed or donated by the federal government or other entities or well below Fair Market Value (FMV) via arm's length transaction within five (5) years of the application deadline.
2. Sponsorship by a non-profit organization or Government entity (7 points – variable): The extent to which a non-profit organization or Government entity participates in the creation of the project.
3. Income Targeting (20 points – variable): The extent to which a project creates housing for very low-, low- or moderate-income households.
4. Homeless Housing (5 points – variable): Projects reserving at least 20% of the units for homeless households.
5. Promotion of Empowerment (5 points – variable): Points will be awarded based on a given project's ability to provide affordable housing in combination with a program that offers certain services or activities that economically empower project residents.
6. Community Stability (8 total points – fixed)
 - A. Preservation of Housing Units (8 points): The project's ability to preserve existing occupied affordable housing units.
 - B. Difficult Development Area ("DDA") or Qualified Census Tract ("QCT") (8 points): Demonstrating a project was constructed



IV. SCORING CRITERIA

or is located in a DDA or QCT.

7. First District Priority (15 total points – variable)

- A. **In-District projects (5 points – fixed):** Projects that are located in New York, New Jersey, Puerto Rico, and the U.S. Virgin Islands.
- B. **Economic Diversity (10 points – variable):** Projects that promote economically diverse housing in the development scheme.

8. Second District Priority (20 total points – variable)

- A. **Project Readiness:** Approvals (5 points – fixed): Projects that have obtained and can demonstrate final site plan approval or evidence that the project may be developed as-of-right (i.e. the development complies with all applicable zoning regulations and does not require any discretionary action by the city's planning commission or local municipality).
- B. **Project Readiness: Other Funding Commitment Procurements (5 points – fixed):** Projects that have procured or closed on at least 75% of a project's proposed permanent funding sources (ineligible for projects where AHP is

requested to provide 50% or more of financing).

- C. **Small Projects (5 points – fixed):** Projects with 25 units or less.

- D. **Desirable Sites (5 points – variable):** Projects that demonstrate proximity to the following desirable sites:

- i. Proximity to public transit stop (2.5 points)
- ii. Proximity to food retailer (2.5 points)

- E. **Supportive Housing (5 points – fixed):** Housing in which at least 20 percent of the units are reserved for occupancy by households with special needs as defined by the AHP Implementation Plan.

- 9. **AHP subsidy per unit (10 points – variable):** To determine the score for this criterion, the FHLBNY will use the data specified in the "Number of AHP-Targeted Units" and "Subsidy Request" sections of the AHP Application.



V. MISCELLANEOUS

1. Employment:

In the "Employment" section on the final page of the AHP Application, list the type and number of permanent jobs to be created in the Project for anyone, not just Project residents. This section is for informational purposes only and does not affect the score of the AHP Application.

2. Refinancing:

If the proposed use of the requested AHP subsidy is to refinance the permanent debt for an existing project, the Sponsor must use the proceeds of the AHP subsidy to create new AHP-assisted units through acquisition, rehabilitation, or new construction. Similarly, if the proposed use of AHP subsidy is to refinance an existing mortgage to generate funds to create additional low and moderate-income units, provide a description of how refinancing proceeds will be used to purchase, rehabilitate or construct AHP-eligible units. The FHLBNY will assess information furnished in order to determine whether the Project meets the "Refinancing" eligibility requirement to purchase, rehabilitate or construct AHP-eligible units.

3. Interest in the Project:

In the "Member Interest" section on the final page of the AHP Application, indicate whether or not the Member has any past or present financial or ownership interest in the Project, in accordance with the conditions set forth by AHP. Please indicate in your application materials whether the Member will be offering grants or in-kind services to the Project (excluding the AHP Subsidy). If the Member answers "yes" to the questions in this section, furnish the appropriate statement(s) or supporting documentation.

4. Hard Cost Details:

The Project Construction Form will be required to be completed and certified by an architect, engineer, or other qualified professional. This form must include costs associated with all residential and non-residential space for the subject property(ies).



VI. CERTIFICATIONS

1. Sponsor's Certification and Signature:

The AHP Application must be signed by a signatory of the Sponsor.

2. Member's Certification and Signature:

The AHP Application must be signed and dated by two individuals certify that they are duly acting as authorized representatives of the Member institution.

In accordance with the AHP Regulation, only an approved Member that has purchased capital stock in the FHLBNY may submit the AHP Application. Although a not-for-profit housing organization or a professional developer may complete substantial portions of the AHP Application, the Member is ultimately responsible for claims set forth in an AHP Application as well as related forms.

3. Project Construction Form Certification and Signature:

The Project Construction form must be signed and dated by a qualified professional.

4. Empowerment Certification:

The Sponsor and any third-party service provider contracted to operate Empowerment Activities as described in the AHP Application must sign and date the Agency or Sponsor Letter of Commitment.

5. Rehabilitation Certificate (if requesting points for Community Stability):

The Sponsor's architect, general contractor, engineer, or construction manager must sign the Rehabilitation Certificate as instructed in the Rental Project Workbook.



Eligibility Requirements

Overview and Filing Structure

Supporting documentation from each section is an integral part of determining the Project's eligibility for funding and point allocation in each competitive scoring category. The workbook tab for each respective scoring section contains concise instructions that pertain to the specific threshold or competitive scoring criterion.

Be sure to include all of the information requested in the AHP Application package as outlined in the Instruction Manual, along with appropriate forms and supplemental documentation, in order to receive full credit. Failure to include supporting documentation may jeopardize the Project's score and, in some cases, result in the elimination of the AHP Application from the competitive review process.

ELIGIBILITY REQUIREMENTS

Recommended Filing Structure. Follows the order of the AHP/APP-108. Each numbered box should have a corresponding file folder.

1. Project Description

Create a folder and file explanations that are applicable for responses that exceed character limit in Workbook Application. If required, provide survey(ies), architecture maps/drawings to identify location(s) of the project sites.

2. Sponsorship

Create a folder and file documentation applicable to the Project. View AHP/APP-108.

Examples:

1. 501(c)(3) Determination
2. Articles of Incorporation
3. By-Laws

3. Site Control and Tax Credit Entity Configuration

Create a folder and file documentation applicable to the Project. View AHP/APP-108.

Examples:

1. Deed or Lease Agreements
2. Title over the Property
3. Partnership Agreements (TC)

4. Value of Sites

Create a folder and file an Appraisal, only if one has been completed. See section in AHP/APP-108.

File a completed Market Study. For Rehabilitation Projects, follow instructions in the Value of Site section.

5. Development Schedule

Answer the questions accordingly in the AHP/APP-108

Follow instructions found in the Development Schedule section in AHP/APP-108.

6. Member Interest

Create a folder and file a statement from the Member and it's letterhead, only if the Member has a direct, past or present financial interest in the project.

7. Rental Project Workbook

Create a folder named RPW and file the AHP/APP-108 workbook in folder.

8. Financial Narrative

Create a folder and file documents that will align with RPW feedback that was provided. See section for more.

Documentation Examples:

1. Third Party Evidences
2. Capitalized Reserves
3. Operating Reserves

9. Construction Cost

Create a folder and file documents that verifies the construction cost of the Project. Documentation

1. AIA G702 & AIA G703
2. Projects with multiple contracts include all costs in Project Construction Form and support with documentation.

Refinancing

Creating a folder and filing documents is not applicable for this section.

Follow instructions found in the Refinancing section in AHP/APP-108.

10. Fair Housing

Submit responses to questions in the Fair Housing section found in the AHP/APP-108.

Create a folder and file marketing materials for the Project, only if materials have been created.



Scoring Requirements

Overview and Filing Structure

SCORING REQUIREMENTS

Recommended Filing Structure. Follows the order of the AHP/APP-108

Donated Property

This Scoring Category will be confirmed with acquisition documentation and government agreements from the Site Control Folder.

If the site was purchased below FMV, the appraisal on file will be used.

Non-Profit Sponsor

This Scoring Category will be confirmed with documentation found in the Sponsorship Folder.

501(c)(3) or (4) Determination Letters are needed to receive points.

Targeting

This Scoring Category will be confirmed from the number of units proposed from the Application Form, the Rental Plan, and (if applicable) the Rental Income Verification worksheet, all of which have to coincide with each other.

11. Homeless Housing

Create Folder and file documents that are requested from the AHP/APP-108 on Homeless Housing Tab.

Example

1. Third Party Referral
2. Sponsor's Mission Statement that supports the homeless

12. Empowerment Activities

For this Scoring Category, create a folder, include LOIs and any supporting documents that show a relationship that ensures the Empowerment activity will take place.

Please see the Appendix: Empowerment as a guide.

13. Sponsor & Member Certification & Signatures

In this folder, AHP expects signed copies of the Sponsor and Member Interest agreements.

These agreements will be found at the end of the of the AHP/APP-108.

14. Community Stability: Preservation, DDA, or QCT

For this category, AHP expects all requested documents from Community Stability A and B tabs found in AHP/APP-108.

Please see the Appendix: DDA & QCT as a guide.

15. First District Priority: Economic Diversity

For this category, AHP expects all requested documents from the Economic Diversity tab found in AHP/APP-108 file in this folder.

Please see the Appendix: Economic Diversity as a guide.

16. Second District Priority: Approvals

Create a folder and file documents that are requested in the AHP/APP-108.

Example

1. Final Site Plan
2. "As of right" Letter signed by Qualified Architect or professional.

17. Second District Priority: Funding

All documents referencing funding should be filed in the Second District Priority: Funding Folder, which will correlate with the Sources and Uses Tab in the AHP/APP-108: Rental Project Workbook.

18. Second District Priority: Desirable Sites

For this category, AHP expects all requested documents from Desirable Site tab found in AHP/APP-108 filed in this folder.

Please see the Appendix: Desirable Sites as a guide.

19. Second District Priority: Supportive Housing

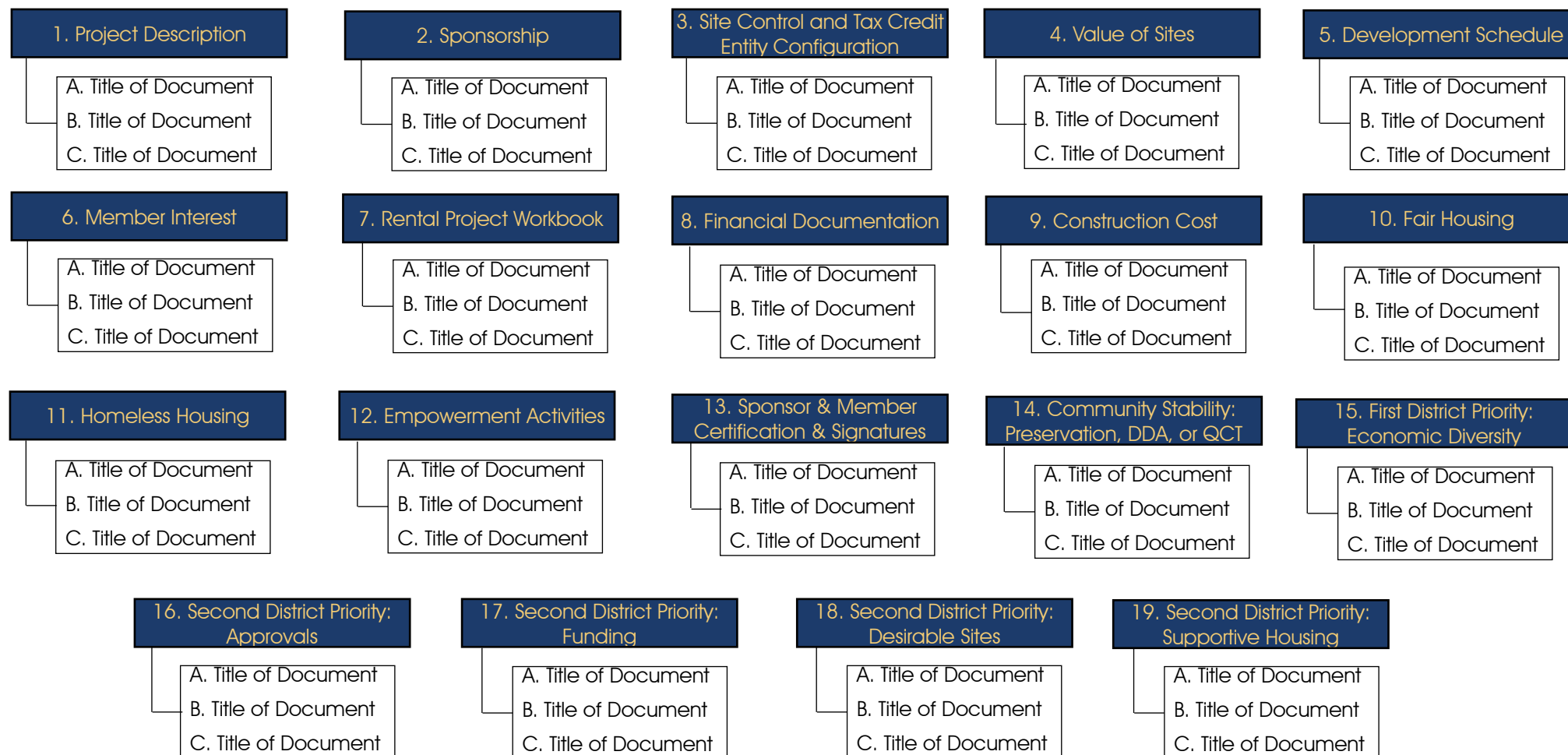
For this Scoring Category, create a folder and include LOIs and any supporting documents that establish a relationship and ensure the Supportive Housing Component will be associated with the project.



Recommended Filing Structure

RECOMMENDED FILING STRUCTURE

Recommended Filing Structure. Follows the order of the AHP/APP-108. Each document should be saved separately as shown below:



AHP Application Form (AHP/APP-001)

Annotating Your Project's Location

Tips on how to correctly annotate the location of Scattered Site Projects

Projects with non-contiguous sites

Annotating the location of your Project can be self explanatory for when it involves one parcel; however, AHP discovered issues with previous applications where applicants did not correctly input addresses and other necessary information in regards to location for "scattered sites" projects. Below, AHP provides tips on how to properly input the information regarding this type of Project.

Project Location

Project Location				Back to Top ^
Status: Not Started				
Project Name <small>50 More Characters Allowed</small>				
<input type="text"/>				
Site or Building Street Address		Additional Street Address		
<input type="text"/>		<input type="text"/>		
City	State	Zip Code	Census Tract (xxxx.xx)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Congressional District Number	County	MSA		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Federal Home Loan Bank of New York Member				Back to Top ^
Status: Not Started				
Member Name		Telephone (Including Area Code)		
<input type="text"/>		<input type="text"/>		
Contact Person	Title	Fax Number (Including Area Code)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address	City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address				
<input type="text"/>				

Tips:

1. Site or Building Address:

If the project has multiple sites (and/or buildings), please indicate "scattered sites" or building street addresses if the multiple sites are not anticipated to be combined into a single site upon completion of the project's proposed development.

2. City:

If the project has indicated "scattered sites", please identify the City where the majority of the AHP units are (or will be) located.

3. State:

If the project is located in multiple states, please identify the State where the majority of the AHP units are (or will be) located.

4. Zip Code:

If the project has indicated "scattered sites", please identify the Zip Code where the majority of the AHP units are (or will be) located.

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This AHP Standard for Scattered Site Projects will be replicated for the AHP/APP-108 in the Project Description Tab. Make sure the locations are properly annotated.

The location of the sites will be confirmed with documentation that will be requested in the Site Control tab (Example: Title or Municipal document)



Projects with non-contiguous sites

Annotating the location of your Project can be self explanatory for when it involves one parcel; however, AHP discovered issues with previous applications where applicants did not correctly input addresses and other necessary information in regards to location for "scattered sites" projects. Below, AHP provides tips on how to properly input the information regarding this type of Project.

Project Location

Project Location

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Status: Not Started

Project Name

50 More Characters Allowed

Site or Building Street Address

Additional Street Address

City

State

Zip Code

Census Tract (xxxx.xx)

Congressional District Number

County

MSA

Federal Home Loan Bank of New York Member

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Status: Not Started

Member Name

Telephone (Including Area Code)

Contact Person

Title

Fax Number (Including Area Code)

Address

City

State

Zip Code

Email Address

Tips:

5. Census Tract:

If the project has indicated "scattered sites", please identify the Census Tract where the majority of the AHP units are (or will be) located.

6. Congressional District Number:

If the project has indicated "scattered sites", please identify the Congressional District where the majority of the AHP units are (or will be) located.

7. County

- If the project has indicated "scattered sites", please identify the County where the majority of the AHP units are (or will be) located.
- Please make sure that data placed in these fields match the information placed in the Site info tab of the Rental Project Workbook.

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Project Location

Project Location				Back to Top ^
Status: Not Started				
Project Name				50 More Characters Allowed
<input type="text"/>				
Site or Building Street Address		Additional Street Address		
<input type="text"/>		<input type="text"/>		
City	State	Zip Code	Census Tract (xxxx.xx)	
<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	<input type="text" value="."/>	
Congressional District Number	County	MSA		
<input type="text"/>	<input type="text"/>	<input type="text" value="8"/>		

Federal Home Loan Bank of New York Member				Back to Top ^
Status: Not Started				
Member Name		Telephone (Including Area Code)		
<input type="text"/>		<input type="text"/>		
Contact Person	Title	Fax Number (Including Area Code)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address	City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>	
Email Address				
<input type="text"/>				

Tips:

8. Metropolitan Statistical Area ("MSA")

If the project has indicated "scattered sites", please identify the MSA where the majority of the AHP units are (or will be) located.

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The location of the sites will be confirmed with documentation that will be requested in the Site Control tab (Example: Title or Municipal document)



AHP Application Form (AHP/APP-001)

Total Project Units and Unit Classification

Tips on how to use Document: AHP/APP-001

Unit Classification

Specifying units can vary by project and the complexity of the unit distribution, especially for mixed income housing and types of developments. Below are tips that will clarify what AHP is looking for to gauge the correct number of units that will fall in line within our policy and your project.

Total Project Units and Unit Classification

Total Project Units & Unit Classification		Back to Top ^
Status: Not Started		

Total Project Units	AHP-Assisted Units*	Rehabilitated Units	New Construction Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rural Units	Elderly Units	Handicapped Units	Section 8 Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SRO Units	Group Home Beds	Income of 30% or Less	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

* AHP-Assisted Units should include all residential units with the exception of any units that are or will be occupied by the project's superintendent(s).

Do any scattered site properties comprise of the project?	<input type="text"/>
Is the primary sponsor planning to use Low Income Tax Credits?	<input type="text"/>
➡ If yes, has the project received its Tax Credit Allocation?	<input type="text"/>
➡ If Yes, is the Member planning to purchase the Tax Credits?	<input type="text"/>
Will the project be located on Native Land?	<input type="text"/>

Tips:

1. If the project involves both new construction and rehabilitation, please ensure that the number of units pertaining to each scope of work reconcile between the Total Project Units and Unit Classification portion of the Application Form and the Rental Plan ("RP") tab of the Rental Project Workbook.

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The "Unit Classification" section in the Application Form is the precursor for what is in the RP tab of the Rental Project Workbook (RPW). Tax Credit Allocation Projects will involve multiple sections, such as the Source of Funds tabs in the RPW and the Site Control section in the AHP/APP-108.



Unit Classification

Specifying units can vary by project and the complexity of the unit distribution, especially for mixed income housing and types of developments. Below are tips that will clarify what AHP is looking for to gauge the correct number of units that will fall in line within our policy and your project.

Total Project Units and Unit Classification

Total Project Units & Unit Classification	Back to Top ^
Status: Not Started	

Total Project Units	AHP-Assisted Units*	Rehabilitated Units	New Construction Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rural Units	Elderly Units	Handicapped Units	Section 8 Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SRO Units	Group Home Beds	Income of 30% or Less	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

* AHP-Assisted Units should include all residential units with the exception of any units that are or will be occupied by the project's superintendent(s).

Do any scattered site properties comprise of the project?	<input type="text" value="2"/>
Is the primary sponsor planning to use Low Income Tax Credits?	<input type="text"/>
➡ If yes, has the project received its Tax Credit Allocation?	<input type="text"/>
➡ If Yes, is the Member planning to purchase the Tax Credits?	<input type="text"/>
Will the project be located on Native Land?	<input type="text"/>

Tips:

2. "Do any scattered site properties comprise of the project?"

- Please verify that the "Yes/No" response reconciles to the information entered into the Site or Building Street Address (Additional Street Address) field in the Project Location section of the Application Form.
- If "scattered sites" has been entered into the Site or Building Street Address (Additional Street Address) field, please choose the "Yes" response.

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Unit Classification

Specifying units can vary by project and the complexity of the unit distribution, especially for mixed income housing and types of developments. Below are tips that will clarify what AHP is looking for to gauge the correct number of units that will fall in line within our policy and your project.

Total Project Units and Unit Classification

Total Project Units & Unit Classification		Back to Top ^
Status: Not Started		

Total Project Units	AHP-Assisted Units*	Rehabilitated Units	New Construction Units
Rural Units	Elderly Units	Handicapped Units	Section 8 Units
SRO Units	Group Home Beds	Income of 30% or Less	

* AHP-Assisted Units should include all residential units with the exception of any units that are or will be occupied by the project's superintendent(s).

Do any scattered site properties comprise of the project?	
Is the primary sponsor planning to use Low Income Tax Credits?	Yes
➔ If yes, has the project received its Tax Credit Allocation?	A B
➔ If Yes, is the Member planning to purchase the Tax Credits?	
Will the project be located on Native Land?	

Tips:

3. Is the Sponsor planning to use Low Income Tax Credits?

- If the project has evidence of receiving a tax credit allocation, answer "Yes" in response to the question "Has the project received its Tax Credit Allocation." Please be advised that the information will be verified with the documentation provided in the relevant portion of the Application Package.
- Please enter "No" in this field if the project has not received correspondence from the Agency that is anticipated to allocate tax credits to the project. The allocation must be sufficiently affirmed (either in a tax allocation letter for 9% tax credits or a commitment to issue tax-exempt bonds for 4% tax credits).

4. Please verify that all information input into the application matches information input into the RPW.

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AHP Application Form (AHP/APP-001)

Minimum Project Eligibility Threshold Requirements

Tips on how to use Document: AHP/APP-001

Project Development Type

Before the Project can receive points, it must meet AHP Eligibility Requirements. This section provides a guide to properly answer questions that will be used to guide the AHP Analyst on the type of residential development it is. Any misinformation can prevent the applicant from obtaining eligibility for the project.

Minimum Eligibility Threshold Requirements

Minimum Project Eligibility Threshold Requirements		Back to Top ^
Status: Not Started		
1 - Project Type & Subsidy Use		
(a) The proposed use of AHP Subsidy for the project involves the acquisition, construction or rehabilitation of housing units <i>(as indicated below)</i> :	TBD	
1. Acquisition of Housing Units	<div style="border: 2px solid red; padding: 5px; text-align: center;"> 1 Yes </div>	
2. Construction of Housing Units		
3. Rehabilitation of Housing Units		
(b) Of the AHP-Assisted Units -- which includes all of the residential units less any units that are, or will be occupied by the project's superintendent(s) -- <u>at least 20%</u> are to be reserved for and occupied by households whose incomes do not exceed 50% of the area median, adjusted for family size.	TBD	

Tips:

The proposed use of AHP Subsidy for the project involves the acquisition, construction or rehabilitation of housing units.

1. If the project involves the construction of new units, please choose "Yes" in the "Construction of Housing Units" field.
 - A. Please ensure that the number of units pertaining to this scope of work reconciles between the Total Project Units and Unit Classification portions of the AHP Application Form and the Rental Plan ("RP") tab of the Rental Project Workbook.

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The Applicant will provide more detail for the Eligibility Requirements in the AHP/APP-108, which will be used for AHP's scoring and financial analyses. For instance, AHP has a Project Description section that requests the Applicant to provide a description of their project.

Eligibility Requirements will consist of 11 categories, which can be found on page 19 in this Instruction Manual. The requirements are mandates established by FHFA and US Congress, in order to assure Applicants accurately represent themselves and their projects and comply with fair housing laws.



Project Development Type

Before the Project can receive points, it must meet AHP Eligibility Requirements. This section provides a guide to properly answer questions that will be used to guide the AHP Analyst on the type of residential development it is. Any misinformation can prevent the applicant from obtaining eligibility for the project.

Minimum Eligibility Threshold Requirements

Minimum Project Eligibility Threshold Requirements		Back to Top ^
Status: Not Started		
1 - Project Type & Subsidy Use		
(a) The proposed use of AHP Subsidy for the project involves the acquisition, construction or rehabilitation of housing units (as indicated below):		TBD
1. Acquisition of Housing Units		
2. Construction of Housing Units	2	Yes
3. Rehabilitation of Housing Units		Yes
(b) Of the AHP-Assisted Units -- which includes all of the residential units less any units that are, or will be occupied by the project's superintendent(s) -- <u>at least 20%</u> are to be reserved for and occupied by households whose incomes do not exceed 50% of the area median, adjusted for family size.		TBD

Tips:

2. A response of "Yes" in both the "Construction of Housing Units" and "Rehabilitation of Housing Units" fields is appropriate when the project involves a combination of new construction work and rehabilitation work performed on occupied housing units.
 - A. If a response of "Yes" is applied to the "Construction of Housing Units" and "Rehabilitation of Housing Units" fields, please ensure that the number of units pertaining to each scope of work reconcile between the Total Project Units and Unit Classification portion of the Application form and the Rental Plan ("RP") tab of the Rental Project Workbook.

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AHP Application Form (AHP/APP-001)

Scoring Criteria

Tips on how to maximize your Score

Scoring Criteria

The Scoring Criteria Section of the AHP Application Form is where the Applicant must ensure that answers to questions in this section are accurate and can be supported by evidence. The evidence that AHP requests will be described in the Scoring Categories tab of the AHP/APP-108. On this tab, there will be step by step instructions for certain scoring categories.

Donated Properties

Scoring Criteria
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Status: Not Started

1 - Donated or Conveyed Properties

5 Points - Variable

In order to be eligible for points, at least 20% of the AHP-Assisted Units must meet the Donated Properties criteria.

Type of Entity	Name of Entity(ies) donating or conveying property(ies) or unit(s)	Number of Units	% of AHP-Assisted
U.S. Dept. of Housing & Urban Development			
Other U.S. Government Entity			
State			
County			
Local			
Other			
Totals:		0	0.00%

What is the total acquisition or annual lease cost for the site(s)?

What is the total fair market value (FMV) of the acquired site(s)?

Tips:

1. Donated property will include the creation of housing using at least 20% of units or land:
 - Conveyed at any price by the Federal government within 5 years.
 - Donated for a nominal price (\$1,000 or less) or a price significantly lower than fair market value. Please see 2020 AHP Implementation Plan.
2. Please note that, for purposes of the AHP's analysis, Housing Authorities or any state or local agency are not considered as "U.S. Dept. of Housing and Urban Development or US Government."
 - If the project was purchased from (or leased from) a Federal Government entity, as described in the 2020 AHP Implementation Plan, please provide the appropriate number of AHP units in the corresponding field.

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Recommendation: Please review the 2020 AHP Implementation Plan to determine the scoring structure that each category has.

The AHP Scoring Category Criterion is the mechanism that drives whether projects will be fully reviewed. Therefore, obtaining a high score that is supported with the evidence requested by AHP, your Application will set the project on a path to be very competitive.



Scoring Criteria

The Scoring Criteria Section of the AHP Application Form is where the Applicant must ensure that answers to questions in this section is accurate and can be supported by evidence. The evidence that AHP requests will be described in the Scoring Categories tab of the AHP/APP-108. On this tab, there will be step by step instructions for certain scoring categories.

Sponsorship by a Non-Profit or Government Entity

1

2 - Sponsorship by a Non-Profit or Government Entity **7 Points - Variable**

In order to be eligible for points, the sponsor must be a not-for-profit organization or government entity.

Type of entity for the Primary Sponsor Not-for-Profit Organization ✓

Primary Sponsor Role **A** Owner ✓

Tips:

1) Sponsor's Role

- A. If "Owner" is chosen, please provide documentation to show the following:
- i. The Sponsor directly owns or will own the property(-ies) that comprise the project.
 - OR
 - ii. The Sponsor owns or will own the property(-ies) that comprise the project through a subsidiary, which itself is directly owned (or will be owned) by the Sponsor.
 - iii. The Sponsor has ownership of the Housing Development Fund Corporation who serves (or will serve) as the nominal owner on behalf of the final ownership entity.

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Sponsorship by a Non-Profit or Government Entity

2 - Sponsorship by a Non-Profit or Government Entity

7 Points - Variable

In order to be eligible for points, the sponsor must be a not-for-profit organization or government entity.

Type of entity for the Primary Sponsor Not-for-Profit Organization ✓

Primary Sponsor Role **B** Majority Ownership Interest ✓

Tips:

iv. Please note that, if the project is utilizing Low-Income Housing Tax Credits (LIHTC), the Sponsor should not select "Owner" unless it is the final, for-profit owner.

B. If "Majority Ownership Interest" is chosen, please provide documentation to show the following:

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Scoring Criteria

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Sponsorship by a Non-Profit or Government Entity

2 - Sponsorship by a Non-Profit or Government Entity

7 Points - Variable

In order to be eligible for points, the sponsor must be a not-for-profit organization or government entity.

Type of entity for the Primary Sponsor	Not-for-Profit Organization	✓
Primary Sponsor Role	B Majority Ownership Interest	✓

Tips:

- i. The Sponsor has (or will have) the Majority Ownership Interest in the final ownership entity (exclusive of the investor's ownership interest).
- ii. If a sponsor of a rental project that is utilizing Low-Income Housing Tax Credits (LIHTC) is a not-for-profit entity and has or will have a majority ownership interest within the final ownership structure

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Recommendation: Please review the 2020 AHP Implementation Plan to determine the scoring structure that each category has.

The AHP Scoring Category Criterion is the mechanism that drives whether projects will be fully reviewed. Therefore, obtaining a high score that is supported with the evidence requested by AHP, your Application will set the project on a path to be very competitive.



Scoring Criteria

The Scoring Criteria Section of the AHP Application Form is where the Applicant must ensure that answers to questions in this section is accurate and can be supported by evidence. The evidence that AHP requests will be described in the Scoring Categories tab of the AHP/APP-108. On this tab, there will be step by step instructions for certain scoring categories.

Targeting

3 - Targeting

20 Points - Variable

Income Category	1 Number of Units	% of AHP-Assisted
Very Low Income ($\leq 50\%$ of AMI)	10 ✓	40.00% B
Low Income ($> 50\%$ and $\leq 60\%$ of AMI)	5 ✓	20.00%
Moderate Income ($> 60\%$ and $\leq 80\%$ of AMI)	4 ✓	16.00%
High Income ($> 80\%$ of AMI)	6 ✓	24.00%
Totals:	25	100.00%

Note: The occupancy targets identified in this AHP Application must coincide with targeting commitments made to other funding sources.

AHP-Targeted Units (units targeting $\leq 80\%$ of AMI)

D 19

Tips:

1. Please ensure that the targeting mix indicated on the AHP Application Form reconciles with the Rental Plan ("RP") tab of the Rental Project Workbook

- Furthermore, confirm that the Subsidy Request, Total Units and AHP-Assisted units, indicated on the Application form reconcile to the data input on the Rental Project Workbook.
- At least 20% of the AHP assisted units should fall into the Very Low Income category.
- If the project is occupied, the proposed targeting should be achievable based on the current occupancy displayed in the AHP/APP-126 (Rental Income Verification Form).
- AHP-Targeted units will be auto-generated based on the targeting information input.

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The AHP Scoring Category Criterion is the mechanism that drives whether projects will be fully reviewed. Therefore, obtaining a high score that is supported with the evidence requested by AHP, your Application will set the project on a path to be very competitive.



Scoring Criteria

The Scoring Criteria Section of the AHP Application Form is where the Applicant must ensure that answers to questions in this section is accurate and can be supported by evidence. The evidence that AHP requests will be described in the Scoring Categories tab of the AHP/APP-108. On this tab, there will be step by step instructions for certain scoring categories.

First District Priority

7 - First District Priority

15 Points - Variable

A - In-District Projects

5 Points - Fixed

The Project is located in New York, New Jersey, Puerto Rico, or the U.S. Virgin Islands

No

1 B - Economic Diversity

10 Points - Variable

Projects that incorporate mixed-income housing in the development scheme will receive points under the Economic Diversity category. To receive points in this technique, one of the following (a or b) must be met:

a) If the project has at least 20% of the units targeted to households > 60% AMI and the building is located in a *low or moderate income* neighborhood, enter the appropriate project details for the Economic Diversity criteria below:

1. Percentage of Units > 60% AMI

20.00%

2. Is the Project located in a Tract Income Level that is designated as either 'Low' or 'Moderate'?

OR

b) If at least 75% of the Very Low Income Units in the project are located in a census tract(s) with a median family income that is equal to or greater than 100 percent of the regional median family income, enter the appropriate project details for the Economic Diversity criteria below:

1. Percentage of Very Low Income Units located in the census tract

82%

2. Tract Median Family Income %

120%

Tips:

1. Economic Diversity:

- A. A project must have at least 20 percent or more of its units that are targeted to households with income greater than 60 percent of the AMI and must be located in a low or moderate income neighborhood;

OR

- B. A project must have at least 75% of the very low income units in the project located in a census tract with a median family income that is equal to or greater than 100 percent of the regional median family income.

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Recommendation: Please review the 2020 AHP Implementation Plan to determine the scoring structure that each category has.

The AHP Scoring Category Criterion is the mechanism that drives whether projects will be fully reviewed. Therefore, obtaining a high score that is supported with the evidence requested by AHP, your Application will set the project on a path to be very competitive.



Scoring Criteria

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Second District Priority

8 - Second District Priority

25 Points - Variable

In order to be eligible for points, AHP funds cannot exceed 50% of the total project funding.

A - Project Readiness

10 Points - Variable

Which approval has been obtained for the project site(s)?

1

Other Financing – Has the project secured 75% of proposed permanent funding sources?

B - Owner Occupied Projects

5 Points - Fixed

Owner Occupied Project

No

C - Small Projects

5 Points - Fixed

Small Project

TBD

D - Supportive Housing

5 Points - Variable

Tips:

1) Approvals:

- A. Please note that, even if the project has obtained a building permit (or permits, if applicable) prior to the 2020 Application Round deadline, the Application Package still needs to include documentation to evidence the project's receipt of final site plan approval (or to demonstrate the project's "as-of-right" status).

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Scoring Criteria

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Second District Priority

8 - Second District Priority

25 Points - Variable

In order to be eligible for points, AHP funds cannot exceed 50% of the total project funding.

A - Project Readiness

10 Points - Variable

Which approval has been obtained for the project site(s)?

Other Financing – Has the project secured 75% of proposed permanent funding sources?

2

B - Owner Occupied Projects

5 Points - Fixed

Owner Occupied Project

No

C - Small Projects

5 Points - Fixed

Small Project

TBD

D - Supportive Housing

5 Points - Variable

Tips:

2) Other Funding Commitment Procurements:

- A. Please refer to the 2020 AHP Implementation Plan with respect to this scoring sub-category
 - i. Please perform the calculation outlined in the Implementation Plan prior to selecting "Yes" or "No".

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Recommendation: Please review the 2020 AHP Implementation Plan to determine the scoring structure that each category has.

The AHP Scoring Category Criterion is the mechanism that drives whether projects will be fully reviewed. Therefore, obtaining a high score that is supported with the evidence requested by AHP, your Application will set the project on a path to be very competitive.



Rental Project Workbook (RPW)

“Site Info Tab”

Tips on how to use the RPW found in Document: [AHP/APP-108](#)

Guidance While Navigating the RPW

1. Please be aware that users should input information into cells shaded yellow.
2. Cells shaded in orange usually contain formulas that assist you in providing consistent information throughout the workbook.
3. Also, there are comments throughout the workbook. A cell that contains a comment has a red flag in the top right-hand corner.

In the Rental Project Workbook, which will be found by pressing the top navy blue button in the AHP/APP-108 document, the Site Information Tab will be a direct reflection of the information placed in both Application Form and the evidence requested in the Site Control, First District Priority, and Homeless Housing Tabs.

Tips:

AHP/APP-108: Rental Project Workbook

Site Information

INSTRUCTIONS

Provide the State, County, and City that encompass the majority of the project units:

State: I

County or Equivalent:

City:

Provide project location information in the below grid:

[illegible][illegible]

- A. Number of Existing Buildings:
This column should have non-zero values only if the project involves rehabilitation of an existing building (or buildings).
- B. All information regarding the project's site within the Site info tab should reconcile with the Project Location information entered in the Existing Application form.
- C. Note that the State, County, and City information entered into the top portion of the worksheet should reflect data based on the location of the majority of the Project's units.
- D. For each specific site, provide the street address and corresponding information, such as the Block and Lot or the Acquisition Price. Please be sure to complete this worksheet in its entirety for all sites.

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In the Rental Project Workbook, which will be found by pressing the top navy blue button in the AHP/APP-108 document, the Site Information Tab will be a direct reflection of the information placed in both Application Form and the evidence requested in the Site Control, First District Priority, and Homeless Housing Tabs.

Site Information

Project Name:

t units:

[illegible]

2. DDA or QCT (Community Stability-B tab)

- A. The value of "QCT" or "DDA" should be selected only if the project is requesting points in the Community Stability sub-category for projects creating new AHP units (through construction and/or gut/adaptive rehabilitation).

3. Homeless Units (Homeless Housing tab)

- A. This column should have non-zero values only if the project is requesting points in the Homeless Housing category.

4. Supportive Housing (2nd District Priority: Supportive Housing)

- A. If the project is serving a "special needs" population with Supportive Services that align to AHP's 2020 Implementation Plan, the number of units per building must be annotated,

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In the Rental Project Workbook, which will be found by pressing the top navy blue button in the AHP/APP-108 document, the Site Information Tab will be a direct reflection of the information placed in both Application Form and the evidence requested in the Donated Properties, Site Control, First District Priority, and Homeless Housing Tabs.

Navigating the Site Info Tab (cont.)

[illegible]

Tips:

which must be supported with a Supportive Services Agreement and a Social Services Plan between the Sponsor and the service provider.

Please see page 76 for detailed approaches to achieve qualified Supportive Housing units.

5. Donated (Site Control tab)

- A. If the project's Development Budget does not have an acquisition price, you can choose the value "NA" or leave the field blank.
- B. If the project's Development Budget has an acquisition price, but the project is not requesting points in the Donated Properties category, please choose the value "No."

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Site Info Tab

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Navigating the Site Info Tab (cont.)

[illegible]

Tips:

- C. If the project's Development Budget has an acquisition price, and the project is requesting points in the Donated Properties category, please choose the value "Yes."

6. Arm's Length Transaction

- A. If the project has an acquisition cost outlined in the Development Budget, please indicate if the transaction was/is/ will be an "arm's length" or "non arm's length" for each parcel and/or building.
- B. If the transaction is "arm's length", please provide a separate narrative in the Site Control folder of the application that demonstrates the parties are not related.

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Navigating the Site Info Tab (cont.)

[illegible]

Tips:

If the transaction is “non arm’s length”, the Development Budget should show that any funds generated from the sale remain in the project to:

1. refinance or pay-off any existing debt,
2. provide a seller's loan
3. pay for reasonable and customary development costs.

C. Please be advised that the Bank, in its sole discretion, will determine what acquisition costs and fees are acceptable and whether or not the project qualifies to receive an AHP subsidy award.

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Rental Project Workbook (RPW)

“Development Budget”

Tips on how to use the RPW found in Document: AHP/APP-108

Guidance While Navigating the RPW

1. Please be aware that users should input information into cells shaded yellow.
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3. Also, there are comments throughout the workbook. A cell that contains a comment has a red flag in the top right-hand corner.

Development Budget Tab

The structure of the AHP Development Budget Model was designed to align with line items that are expended during the time of construction. AHP also requires documentation for Hard Costs, any working capital and project reserves to ensure the project can mitigate risk that may occur after construction.

Development Budget Line Items

AHP/APP-108: Rental Project Workbook		Development Budget		
INSTRUCTIONS		Project Name:		
		AHP	Other Sources	Total
1	Acquisition			
	Land	\$0	\$0	\$0
	Structures	\$0	\$0	\$0
	TOTAL ACQUISITION	\$0	\$0	\$0
2	Soft Costs			
	Appraisals		\$0	\$0
	Housing Consultant (incl. Energy/Green)		\$0	\$0
	Survey		\$0	\$0
	Soil Borings		\$0	\$0
	Asbestos & Lead Based Paint Testing	\$0	\$0	\$0
	Architecture Fees	\$0	\$0	\$0
	Engineering Fees	\$0	\$0	\$0
	Construction Manager Fee		\$0	\$0
	Legal Fees	\$0	\$0	\$0
	Cost Certification Audit		\$0	\$0
	Insurances		\$0	\$0
	Taxes		\$0	\$0
	Interim Interest		\$0	\$0
	Closing Costs	\$0	\$0	\$0
	Title & Recording		\$0	\$0
	Relocation Expenses		\$0	\$0
	Lender & Funder Fees		\$0	\$0
	Other (specify on Supplement Tab)		\$0	\$0
	TOTAL SOFT COSTS	\$0	\$0	\$0
3	Construction			
	TOTAL CONSTRUCTION	\$0	\$0	\$0
	Hard Cost Contingency		\$0	\$0
	Soft Cost Contingency		\$0	\$0
	Developers Fee	\$0	\$0	\$0
	TOTAL DEVELOPMENT COSTS	\$0	\$0	\$0
	WORKING CAPITAL			
	Initial Operating Deficit		\$0	\$0
	Supplemental Mgmt. Fee & Marketing		\$0	\$0
	Purch. of Maintenance & Other Equipment		\$0	\$0
	Other (specify on Supplement Tab)		\$0	\$0
	TOTAL WORKING CAPITAL	\$0	\$0	\$0
	PROJECT RESERVES			
	Capitalization of Operating Reserve		\$0	\$0
	Capitalization of Replacement Reserve		\$0	\$0
	TOTAL PROJECT RESERVES	\$0	\$0	\$0
	TOTAL PROJECT COSTS	\$0.00	\$0.00	\$0.00

Tips:

1. Acquisition Price (Site Control tab; Settlement/Closing statement)

The acquisition price on the RPW should match the amount listed on the sales contract, settlement statement or lease agreement.

2. Soft Costs

- If you have soft costs that are not captured by one of our line items, put the sum of those costs on the "Other" soft costs line-item. Additional information will be requested on the Supplement tab.
- Be sure to include a dollar amount in the cost certification audit line item.

3. Total Construction: (Second District Priority [Cost Documentation])

Projects that have obtained 100% financing or are under construction will provide the total construction cost assessment that would be substantiated by third-party cost documentation.

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Development Budget Tab

The structure of the AHP Development Budget Model was designed to align with line items that are expended during the time of construction. AHP also requires documentation for Hard Costs, any working capital and project reserves to ensure the project can mitigate risk that may occur after construction.

Development Budget Line Items

Development Budget			
Project Name:			
INSTRUCTIONS	AHP	Other Sources	Total
Acquisition			
Land	\$0	\$0	\$0
Structures	\$0	\$0	\$0
TOTAL Acquisition	\$0	\$0	\$0
Soft Costs			
Appraisals		\$0	\$0
Housing Consultant (incl. Energy/Green)		\$0	\$0
Survey		\$0	\$0
Soil Borings		\$0	\$0
Asbestos & Lead Based Paint Testing	\$0	\$0	\$0
Architecture Fees	\$0	\$0	\$0
Engineering Fees	\$0	\$0	\$0
Construction Manager Fee		\$0	\$0
Legal Fees	\$0	\$0	\$0
Cost Certification Audit		\$0	\$0
Insurances		\$0	\$0
Taxes		\$0	\$0
Interim Interest		\$0	\$0
Closing Costs	\$0	\$0	\$0
Title & Recording		\$0	\$0
Relocation Expenses		\$0	\$0
Lender & Funder Fees		\$0	\$0
Other (specify on Supplement Tab)		\$0	\$0
TOTAL SOFT COSTS	\$0	\$0	\$0
Construction			
TOTAL CONSTRUCTION	\$0	\$0	\$0
Hard Cost Contingency		\$0	\$0
Soft Cost Contingency		\$0	\$0
Developers Fee	\$0	\$0	\$0
4 TOTAL DEVELOPMENT COSTS	\$0	\$0	\$0
WORKING CAPITAL			
Initial Operating Deficit		\$0	\$0
Supplemental Mgmt. Fee & Marketing		\$0	\$0
Purch. of Maintenance & Other Equipment		\$0	\$0
Other (specify on Supplement Tab)		\$0	\$0
5 TOTAL WORKING CAPITAL	\$0	\$0	\$0
PROJECT RESERVES			
Capitalization of Operating Reserve		\$0	\$0
Capitalization of Replacement Reserve		\$0	\$0
TOTAL PROJECT RESERVES	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$0.00	\$0.00	\$0.00

Tips:

4. Working Capital:

For items listed under working capital, please provide further explanation in the financial narrative section along with supporting documentation.

5. Project Reserves:

All reserves and escrows on the development budget must be substantiated with back up documentation in the financial narrative section.

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Supplement Tab

The structure of the AHP Development Budget Model was designed to align with line items that are expended during the time of construction. AHP also requires documentation for Hard Costs, any working capital and project reserves to ensure the project can mitigate risk that may occur after construction. The Supplement Tab was created to provide further detail for line items not specifically mentioned in the development budget.

"Other" Soft Cost Line Items

AHP/APP-108: Rental Project Workbook Development Budget Supplement

Open Scoring Section Open Project Construction Form

1 "Other" Soft Cost(s)

Description	Amount	Explanation
1	\$0	
2	\$0	
3	\$0	
4	\$0	
5	\$0	
6	\$0	
	\$0.00	
	\$0.00	

"Other" Working Capital Costs

Description	Amount	Explanation
1	\$0	
2	\$0	
3	\$0	
4	\$0	
5	\$0	
6	\$0	
	\$0.00	
	\$0.00	

2 Contractor's Profit

Contractor's Profit	
Contractor's Overhead	
General Requirements	
Other	

Profit Overhead and General Requirements

Profit Overhead and General Requirements	\$0
--	-----

3 Commercial Construction Costs

Commercial Construction Costs	\$0
-------------------------------	-----

Tips:

1. If an amount was entered on the "Other" soft costs line-item, provide a breakdown of that expense along with a corresponding description and any applicable explanations.
2. Provide the breakdown of Profit, Overhead, and General Requirements
3. Provide the Commercial Construction Costs identified on the construction cost documentation and any costs towards developing the commercial space included in the scope of the Project.

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Rental Project Workbook (RPW)

“Sources of Funds”

Tips on how to use the RPW found in Document: AHP/APP-108

Guidance While Navigating the RPW

1. Please be aware that users should input information into cells shaded yellow.
2. Cells shaded in orange usually contain formulas that assist you in providing consistent information throughout the workbook.
3. Also, there are comments throughout the workbook. A cell that contains a comment has a red flag in the top right-hand corner.

The Source of Funds Tab is designed to reflect the gap in financing that the proposed AHP subsidy will cover. All financing sources will be supported by documentation that clearly demonstrates financing commitments and provides detail on interest rates, terms, amortization periods, allocation of equity or monetary awards. The tab attempts to determine when cash flows will be directed to Construction and Permanent Financing.

Tips:

Navigator

1. Non-Committed Funds

- A. If a source of funds has not yet been committed, for example issuance of a Letter of Intent rather than an unconditional Commitment Letter, then
 - i. Select Pending from the Status drop down menu, and
 - ii. The Source of Funds Model will automatically enter the amount of funds expected to be committed in the Non-Committed Amount column.

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Source of Funds					
1					
Project Name: _____					
Section 1A: Status of Permanent Funding Sources					
Program or Funder Name	Construction Amount	Permanent Amount	Committed Amount	Status	Non-Committed Amount
NYS HHAP - Subordinate Loan	\$2,500,000	\$2,500,000	\$0	Pending	\$2,500,000
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
	\$2,500,000	\$2,500,000	\$0.00		\$2,500,000
	\$0.00	\$0.00	0%		
	\$2,500,000	\$2,500,000	\$0.00	-\$2,500,000	
Total:	\$0.00	\$0.00			
Total:	\$0.00	\$0.00			

Sources of Funds must be equal to Uses of the Funds.



Source of Funds

The Source of Funds Tab is designed to reflect the gap in financing that the proposed AHP subsidy will cover. All financing sources will be supported by documentation that clearly demonstrates financing commitments and provides detail on interest rates, terms, amortization periods, allocation of equity or monetary awards. The tab attempts to determine when cash flows will be directed to Construction and Permanent Financing.

Construction and Permanent Sources of Funds

Source of Funds

Project Name: _____

Section 1A: Status of Permanent Fund

Program or Funder Name	Construction Amount	Permanent Amount	Committed Amount	Status
NYS HHAP : Subordinate Loan	\$2,500,000	\$2,500,000	\$2,500,000	Note Mortgage
			\$0	Commitment Letter
			\$0	Grant Agreement
			\$0	LPI/Operating Agreement
			\$0	Note Mortgage
			\$0	Pending
			\$0	Other
			\$0	Resolution
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
	\$2,500,000	\$2,500,000	\$2,500,000	
	\$0.00	\$0.00	0%	
	\$2,500,000	\$2,500,000	\$0.00	\$0.00

location: \$0.00
ation: \$0.00
?

Tips:

2. Committed Funds (Second District Priority [Funding Sources])

Please note that committed funding only refers to permanent sources of financing

If a source of funds has been committed, please note the following:

- A. "Commitment Letter": Please indicate "Commitment Letter" only for firm commitment letters.

Firm commitment letters should be executed by all of the appropriate parties of said letter.

As alluded to in the Non-Committed Funds section, documentation containing language that constitutes anything less than a firm commitment from the funding source(s) may cause the funding source to be changed to Pending during the review process.

Note: An Equity "letter of intent" may use the status "Commitment Letter" only if the project has provided documentation to evidence receipt of the tax credit allocation from which the equity will be derived.

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Vital Note:
Sources of Funds must be equal to Uses of the Funds.



Source of Funds

The Source of Funds Tab is designed to reflect the gap in financing that the proposed AHP subsidy will cover. All financing sources will be supported by documentation that clearly demonstrates financing commitments and provides detail on interest rates, terms, amortization periods, allocation of equity or monetary awards. The tab attempts to determine when cash flows will be directed to Construction and Permanent Financing.

Construction and Permanent Sources of Funds

Source of Funds

Project Name: _____

Section 1A: Status of Permanent Fund				
Program or Funder Name	Construction Amount	Permanent Amount	Committed Amount	Status
NYS HHAP : Subordinate Loan	\$2,500,000	\$2,500,000	\$2,500,000	Note Mortgage
			\$0	Commitment Letter
			\$0	Grant Agreement
			\$0	LP/Operating Agreement
			\$0	Note Mortgage
			\$0	Pending
			\$0	Other
			\$0	Resolution
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
	\$2,500,000	\$2,500,000	\$2,500,000	
	\$0.00	\$0.00	0%	
	\$2,500,000	\$2,500,000	\$0.00	\$0.00

location: \$0.00
 :ation: \$0.00
 ?

Tips:

Without said documentation, the equity financing may be changed to Pending during the review process.

- B. **"Grant Agreement"**: Please indicate "Grant Agreement" only if the Agreement(s) provided in the Application Package has been executed by all of the appropriate parties of said agreement.
- C. **"LP/Operating Agreement"**: Please use the "LP/Operating Agreement" status only for equity financing. A tax credit allocation award letter must be included with the operating agreement to receive scoring credit in Project Readiness.

Note: Please ensure tax allocation evidence is provided to secure equity commitment.

- D. **"Note & Mortgage"**: Please indicate "Note & Mortgage" only if the permanent portion of the debt financing has been closed prior to the Application Deadline, and the Application Package has the corresponding loan documentation to evidence.

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Vital Note:
 Sources of Funds must be equal to Uses of the Funds.



Source of Funds

The Source of Funds Tab is designed to reflect the gap in financing that the proposed AHP subsidy will cover. All financing source will be supported by documentation that clearly demonstrates financing commitments and provides detail on interest rates, terms, amortization periods, allocation of equity or monetary awards. The tab attempts to determine when cash flows will be directed to Construction and Permanent Financing.

Construction and Permanent Sources of Funds

Source of Funds

Project Name: _____

		Section 1A: Status of Permanent Fund			
Program or Funder Name	Construction Amount	Permanent Amount	Committed Amount	Status	
NYS HHAP : Subordinate Loan	\$2,500,000	\$2,500,000	\$2,500,000	Note Mortgage	
			\$0	Commitment Letter	
			\$0	Grant Agreement	
			\$0	LP/Operating Agreement	
			\$0	Note Mortgage	
			\$0	Pending	
			\$0	Other	
			\$0	Resolution	
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
	\$2,500,000	\$2,500,000	\$2,500,000		
	\$0.00	\$0.00	0%		
	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	

location: \$0.00
 ation: \$0.00
 ?

Tips:

Note: If only the construction portion of the debt financing has been closed prior to the Application Date, the Application Package may include loan documentation to evidence the construction amount; nevertheless, a firm commitment letter will be required to evidence.

- E. **"Resolution"**: Please use the "Resolution" status only for financing being provided by a municipal source(s).

Even if the documentation provided uses the term "Resolution", the status "Grant Agreement" should be utilized if the funding source is not a municipality (or an instrumentality of said municipality).

- F. **"Other"**: Please use the "Other" status for items related to sources of funding that can reasonably be assumed to be committed to the project without official documentation (such as: deferred developer fee).

If the Sponsor and/or Developer is committing equity funds to the project, please provide official correspondence attesting to the commitment; the status "Commitment Letter" should be used in this instance.

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The Source of Funds Tab is designed to reflect the gap in financing that the proposed AHP subsidy will cover. All financing source will be supported by documentation that clearly demonstrates financing commitments and provides detail on interest rates, terms, amortization periods, allocation of equity or monetary awards. The tab attempts to determine when cash flows will be directed to Construction and Permanent Financing.

Tips:

Navigator

AHP Analysis Guidance

Please consider that the AHP's analysis is dependent upon the documentation provided in the Application Package to evidence all "Committed" funding sources.

If the documentation indicates committed funds greater than what is indicated in the Source of Funds tab, please be prepared to explain why the total amount of the funds indicated in the documentation provided will either not be utilized by the project or be made available to the project.

If the documentation indicates committed funds less than what is indicated in the Source of Funds tabs, the committed amount may be adjusted to reconcile with the documentation provided.

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Vital Note:
Sources of Funds must be equal to Uses of the Funds.



Rental Project Workbook (RPW)

“Debt Service”

Tips on how to use the RPW found in Document: AHP/APP-108

Guidance While Navigating the RPW

1. Please be aware that users should input information into cells shaded yellow.
2. Cells shaded in orange usually contain formulas that assist you in providing consistent information throughout the workbook.
3. Also, there are comments throughout the workbook. A cell that contains a comment has a red flag in the top right-hand corner.

The Debt Service tab gives the Applicant an opportunity to describe the terms of the Project's debt service obligation. Therefore, for those projects that have permanent financing ready to take out the construction loan, it is paramount to describe the parameters attached to permanent loan. For projects that have more complex financing structure, follow the examples down below.

Tips:

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1. All fees should correspond to the lender & funder fees input on the development budget.
2. If the associated funding source does not have a debt service payment, provide that information in the Notes Section.
3. If the debt service payment is a percentage of cash flow, input percentage of cash flow and describe the terms of said percentage in the Notes section.
4. If the debt payment is a percentage of cash flow, leave the Monthly Debt Service cell blank.

If the Orange Colored Cell states \$0.00 after each Debt Service Lender Fee has been addressed , that means each fee has been accounted for.



Rental Project Workbook (RPW)

“Rental Plan”

Tips on how to use the RPW found in Document: AHP/APP-108

Guidance While Navigating the RPW

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RP Tab

The RP Tab is the section where the Applicant inserts the HUD County Income Limits in the AMI chart and then place the number of bedrooms for units that will be designated for 50% AMI or less, greater than 50% AMI, less than or equal to 60% AMI, greater than 60% AMI, less than or equal to 80% AMI, and/or greater than 80% AMI. This section should coincide with the Application Form's Targeting section.

Project's Rental Plan

INSTRUCTIONS

Rent Plan								
Household Size	1	2	3	4	5	6	7	8
50% AMI								
60% AMI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80% AMI								

Apartment Type	SRO	0BR	1BR	2BR	3BR	4BR	5BR
Household Size	1	1	1.5	3	4.5	6	7.5
50% AMI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60% AMI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80% AMI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

[illegible]

Note: Proposed Rent is the gross amount collected by the project owner, not the tenant's share of the rent. The Maximum Rent may exceed 30% of a tenant's income if the tenant's rent will be subsidized.

Summary

	Units:
AHP Assisted-Units:	0
Super Units:	0
Total Units:	0

Targeting:	
AHP-Assisted Units	
≤50%	0
>50% and ≤80%	0
>80% and ≤90%	0

	Bedroom Size:	
	AHP Assisted Units	Super Unit(s)
0BR/SRO	0	0
1BR	0	0
2BR	0	0

Unit Type:	
New Construction	Rehabilitation
0	0

Household Size	1	2	3	4	5	6	7	8
50% AMI								
60% AMI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80% AMI								

Apartment Type	SRO	0BR	1BR	2BR	3BR	4BR	5BR
Household Size	1	1	1.5	3	4.5	6	7.5
50% AMI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60% AMI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80% AMI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tips:

Input the HUD income limits into the AMI chart. Please use the current year's income limits. Please note that income averaging is not allowed

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Rental Project Workbook (RPW)

“Pro Forma: Residential, Commercial and Social Activities”

Tips on how to use the RPW found in Document: AHP/APP-108

Guidance While Navigating the RPW

1. Please be aware that users should input information into cells shaded yellow.
2. Cells shaded in orange usually contain formulas that assist you in providing consistent information throughout the workbook.
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Pro Forma (Res.)

The First Pro Forma tab is the Residential 15-Year Projection model. Use this model to project what the Project will generate in Revenue and operating expenses, and determine what income will be transferred to reserve accounts. AHP will utilize this 15-year projection to determine whether the project needs AHP subsidy, can cover its total expenses and debt obligations, and has mitigated for market risk.

Pro Forma: Zero Line Items

AHP/APP-108: Rental Project Workbook

INSTRUCTIONS		Annual		
YEAR OF OPERATION:		% Increase	1	2
RESIDENTIAL INCOME				
Tenant Rents	0.00%	0	0	
Subsidized Rents	0.00%	0	0	
Gross Rents		0	0	
Vacancy and Arrears	0.00%	0	0	
Net Residential Income		0	0	
Ancillary Income (Specify)	0.00%	0	0	
Subsidy Income (Specify)	0.00%	0	0	
Total Effective Income		\$0	\$0	
ESTIMATE OF ANNUAL EXPENSE				
Administration				
Manager Payroll	0.00%	0	0	
Management Fee	0.00%	0	0	
Accounting and Audit	0.00%	0	0	
Legal	0.00%	0	0	
Advertising	0.00%	0	0	
Office Supplies & Equipment	0.00%	0	0	
Other (Specify)	0.00%	0	0	
Total Administration		\$0	\$0	
Maintenance and Operations				
Janitor and Cleaning Payroll	0.00%	0	0	
Janitor and Cleaning Supplies	0.00%	0	0	
Exterminating	0.00%	0	0	
Garbage and Trash Removal	0.00%	0	0	
Security	0.00%	0	0	
Ground Expense	0.00%	0	0	
Maintenance and Repair Payroll	0.00%	0	0	
Maintenance and Repair Materials	0.00%	0	0	
Maintenance and Repair Contracts	0.00%	0	0	
Elevator	0.00%	0	0	
Snow Removal	0.00%	0	0	
Painting & Decorating	0.00%	0	0	
Other (Specify)	0.00%	0	0	
Total M&O		\$0	\$0	
YEAR OF OPERATION:				
			1	2
Utilities				
Fuel Oil	0.00%	0	0	
Lighting/Electricity	0.00%	0	0	
Water and Sewer	0.00%	0	0	
Gas	0.00%	0	0	
Other (Specify)	0.00%	0	0	
Total Utilities		\$0	\$0	
Taxes and Insurance				
Real Estate Taxes	0.00%	0	0	
Payroll Taxes	0.00%	0	0	
Other Taxes (specify)	0.00%	0	0	
Property and Liability Insurance	0.00%	0	0	
Fidelity Bond Insurance	0.00%	0	0	
Other Insurance (specify)	0.00%	0	0	
Total Taxes and Insurance		\$0	\$0	
Operating Reserve		0	0	
Replacement Reserve		0	0	
Total Expenses		\$0	\$0	
Net Operating Income		\$0	\$0	
Debt Service				

Debt Service	
Mandatory	0
Percentage of Cash Flow	0
Soft / Accrues	0
Miscellaneous Debt (specify)	0
Total Debt Service	\$0
DSCR - Mandatory	0.00
DSCR - Total	0.00
Cash Flow	
Other Cash Flow to Operating Reserve:	0
Net Cash Flow	\$0
1.30X DSCR	\$0
PV with a discount rate of 1.50%	\$0
Loan Size - using an int. rate of 5.25%	\$0
Operating Reserve	
Beginning Balance	\$0
Interest Earned	1%
Payment to (draw from) cash flow	\$0
Ending Balance	\$0

Tips:

Zero line items

- Further clarification must be provided on all zero line items in the Financial Narrative Tab in the AHP/APP-108.
- Please remember to specify ancillary income, subsidy income, and other expense line items, if applicable.

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Pro Forma (Cont.)

All other income generating mechanisms that can be found within the building must be separated from residential operations for analytical purposes. Create a 15-Year projection showing the income generated and expenses expended from non-residential uses.

Pro Forma: Commercial and Social Service tabs

AHP-126: Rental Project Workbook

PROJECT NAME: _____

15 Year Operating Pro Forma (Social Service)

INSTRUCTIONS

NOTE: The FHLB-NY does not require the Project's social service budget to be in a standard format. Please provide the social service operating pro-forma below.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
INCOME:															
DMH Subsidy	555,176	566,280	577,605	589,157	600,940	612,959	625,218	637,723	650,477	663,487	676,756	690,292	704,097	718,179	732,543
TOTAL:	555,176	566,280	577,605	589,157	600,940	612,959	625,218	637,723	650,477	663,487	676,756	690,292	704,097	718,179	732,543
EXPENSES:															
Serv. Staff	337,800	344,556	351,447	358,476	365,646	372,958	380,418	388,026	395,787	403,702	411,776	420,012	428,412	436,980	445,720
Fringe	123,297	125,763	128,278	130,844	133,461	136,130	138,852	141,629	144,462	147,351	150,298	153,304	156,370	159,498	162,688
Admin	54,079	55,161	56,264	57,389	58,537	59,708	60,902	62,120	63,362	64,629	65,922	67,240	68,585	69,957	71,356
DTPS	40,000	40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866	47,804	48,760	49,735	50,730	51,744	52,778
TOTAL:	555,176	566,280	577,605	589,157	600,940	612,959	625,218	637,723	650,477	663,487	676,756	690,292	704,097	718,179	732,543

Tips:

For projects providing:

(1) Social Services or
containing

(2) Commercial space(s)

Construct a 15-year operating pro forma on the respective tabs.

Please identify the income source that will finance the costs associated with the non-residential space.

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Rental Project Workbook (RPW)

“Results: Financial Feasibility”

Tips on how to use the RPW found in Document: AHP/APP-108

Guidance While Navigating the RPW

1. Please be aware that users should input information into cells shaded yellow.
2. Cells shaded in orange usually contain formulas that assist you in providing consistent information throughout the workbook.
3. Also, there are comments throughout the workbook. A cell that contains a comment has a red flag in the top right-hand corner.

Results Tab

After completing the Development Budget, Sources of Funds, Debt Service, RP, and Residential Pro Forma, the Results Tab calculates how the Project fares within AHP's operational and market feasibility thresholds.

Determining the Project's Financial Feasibility

AHP/APP-108 Rental Project Workbook

Financial Analysis Results

Open Scoring Section Open Project Construction Form Project Name: _____

INSTRUCTIONS

Contingency Analysis	Result	Maximum	Minimum	OK?
1 If the project is a rehabilitation project, is the hard cost contingency within the standard?	NA	15.00%	-	NA
2 If the project is a new construction project, is the hard cost contingency within the standard?	NA	10.00%	-	NA
3 Is the soft cost contingency within the standard?	NA	5.00%	-	NA
4 or is the rehabilitation project's combined soft and hard cost contingency both within the standard?	NA	15.00%	5.00%	NA
5 or is the new construction project's combined soft and hard cost contingency both within the standard?	NA	10.00%	5.00%	NA

Development Budget Analysis	Result	Maximum	Minimum	OK?
6 Is the developer's fee (including any additional fees for housing consultants) within the standard?	0.00%	15.00%	5.00%	Explain
7 Is the Architecture Fee within the standard?	0.00%	7.00%	2.50%	1 Explain
8 Is the Profit, Overhead & General Requirement cost within the standard?	0.00%	15.00%	9.00%	Explain
9 Is the "hard" project development cost within the Bank's limits?	\$0.00	\$0.00	\$0.00	NA
10 Are the "soft" project costs within the Bank's limits?	0.00%	17.00%	-	Yes
11 If the project's financing includes <i>State Low-income Housing Tax Credit Financing</i> , is the net equity received greater than or equal to the standard?	NA	-	\$0.62	NA
12 If the project's financing includes <i>Federal Low-income Housing Tax Credit Financing</i> , is the net equity received greater than or equal to the standard?	NA	-	\$0.85	NA

Operating Pro Forma Analysis	Result	Maximum	Minimum	OK?
13 Are the annual operating expenses within the standard?	\$0.00	\$8,000.00	\$3,000.00	Explain
14 Is the percentage change in net income within the standard?	0.00%	3.00%	1.00%	Explain
15 Is the percentage change in operating expenses within the standard?	0.00%	3.00%	1.00%	Explain
16 Does the project have a debt coverage ratio of 1.30 or less on <u>all</u> debt?	NA	1.30	-	NA
17 Does the project have a debt coverage ratio of 1.1 or greater on <u>mandatory</u> debt?	NA	-	1.10	NA
18 Is the vacancy rate within the standard?	0.00%	7.00%	4.00%	Explain
19 Is there a manager salary expense line item and is the annual management fee 10% of total effective income or \$53/unit/month?	Explain	8.00%	-	Explain
Management Fee %	Explain	8.00%	-	Explain
Management Fee/Unit/month	Explain	\$53.00	-	Explain

Tips:

1. If any of the results indicate "Explain", then provide us with the proper explanation and supporting documentation in the Financial Narrative section of your application package.
2. If results appear incorrect, revisit the corresponding worksheets and re-examine your data input. If you believe a problem still exists, then please contact us.

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Project Construction Workbook

Tips on how to use the Project Construction Workbook found within the AHP/APP-108

Project Construction Workbook

The Project Construction Book and the Project Summary Tab have been structured to delineate costs that occurred in constructing or rehabilitating a building or buildings. The model is meant to provide AHP with enough information to understand the basis of the project that will create affordable units for the Project's current or proposed tenants.

Project Summary Tab

1 Building Information

Building Type	i				
Total Units	Average Gross Cond. Floor Area per Unit: _____ sq. ft.				
Non-Residential Space	_____ sq. ft.	Non-Residential % Gross Cond: _____			

Floor Area Breakdown	Total Buildings	Gross	Net Un-	Covered Exterior	Total Floor Area
		Conditioned Floor Area ⁽¹⁾	conditioned Floor Area ⁽²⁾		
Residential Building(s)					-
Non-Residential Space	-	-	-	-	-
Commercial Space					-
Social Service Space					-
Basement					-
Other Non-Residential Space					-
Subtotals	-	-	-	-	-
Attached Parking Garages					-
Detached Parking Garages					-
Subtotal Parking Garages	-	-	-	-	-
Total	-	-	-	-	-

⁽¹⁾ Gross Conditioned - enclosed floor area (square feet) within the insulated building envelope (a.k.a., conditioned). Measured to the outside edge of exterior wall structural members (i.e., outside edge of wall studs). Does not include exterior covered floor area (e.g., covered porches, balconies, and exterior stairwells), parking garages, or unconditioned attic / basement space. For rental projects, includes unit(s) and common areas.

⁽²⁾ Net Unconditioned - Enclosed area within the building envelope (but not typically insulated) that is not conditioned (e.g., unfinished basements), and exterior storage closets.

⁽³⁾ Covered Exterior - Includes exterior covered porches, covered balconies, covered exterior stairwells, and covered breezeways. Also includes vehicle parking areas in parking garages.

⁽⁴⁾ Total Under Roof - Sum of all floor area (gross conditioned, net unconditioned, and covered exterior), which is covered by the roof. Not to be mistaken with total ground cover, the total under roof includes the floor areas for multiple floors (stories), while ground cover would only include the ground floor area.

Tips:

1. Building Information Section

A. Please ensure the following:

- The building type should reconcile to one of the building types indicated in the Project Description tab of the Rental Project Workbook.
- Multiple forms are required if there are more than one building type, scope of work, quality and location for scattered site(s) with multiple zip codes. In addition, this information must be indicated in the aforementioned Project Description tab.

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Project Summary Tab

Building Information

Building Type																																																																													
Total Units	Average Gross Cond. Floor Area per Unit: _____ sq. ft.																																																																												
Non-Residential Space	Non-Residential % Gross Cond: _____																																																																												
<table border="1"> <thead> <tr> <th></th> <th>Total Buildings</th> <th>Gross Conditioned Floor Area⁽¹⁾</th> <th>Net Unconditioned Floor Area⁽²⁾</th> <th>Covered Exterior Floor Area⁽³⁾</th> <th>Total Floor Area Under Roof⁽⁴⁾</th> </tr> </thead> <tbody> <tr> <td>Residential Building(s)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 Non-Residential Space</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Commercial Space</td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Social Service Space</td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Basement</td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Other Non-Residential Space</td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Subtotals</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Attached Parking Garages</td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Detached Parking Garages</td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Subtotal Parking Garages</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Total</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>							Total Buildings	Gross Conditioned Floor Area ⁽¹⁾	Net Unconditioned Floor Area ⁽²⁾	Covered Exterior Floor Area ⁽³⁾	Total Floor Area Under Roof ⁽⁴⁾	Residential Building(s)						2 Non-Residential Space	-	-	-	-	-	Commercial Space					-	Social Service Space					-	Basement					-	Other Non-Residential Space					-	Subtotals	-	-	-	-	-	Attached Parking Garages					-	Detached Parking Garages					-	Subtotal Parking Garages	-	-	-	-	-	Total	-	-	-	-	-
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⁽¹⁾ Gross Conditioned - enclosed floor area (square feet) within the insulated building envelope (a.k.a., conditioned). Measured to the outside edge of exterior wall structural members (i.e., outside edge of wall studs). Does not include exterior covered floor area (e.g., covered porches, balconies, and exterior stairwells), parking garages, or unconditioned attic / basement space. For rental projects, includes unit(s) and common areas.

⁽²⁾ Net Unconditioned - Enclosed area within the building envelope (but not typically insulated) that is not conditioned (e.g., unfinished basements), and exterior storage closets.

⁽³⁾ Covered Exterior - Includes exterior covered porches, covered balconies, covered exterior stairwells, and covered breezeways. Also includes vehicle parking areas in parking garages.

⁽⁴⁾ Total Under Roof - Sum of all floor area (gross conditioned, net unconditioned, and covered exterior), which is covered by the roof. Not to be mistaken with total ground cover, the total under roof includes the floor areas for multiple floors (stories), while ground cover would only include the ground floor area.

Tips:

2. Non-Residential Space:

- Please use this field to indicate all non-residential square footage (including recreation space, community space, income-producing units, etc.).
- Please use this field only if the project's hard development costs (new construction and/or rehabilitation) include non-residential areas.

If the above is not applicable, please do not use this field

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Project Construction Workbook

The Project Construction Book and the Project Summary Tab has been structured to delineate costs that occurred in constructing or rehabilitating a building or buildings. The model is meant to provide AHP with enough information to understand the basis of the project that will create affordable units for the Project's current or proposed tenants.

Project Summary Tab

Project Name:

Submission Date:

Scope of Work

New Construction

Land condition prior to construction: [Select](#)

Rehabilitation or Adaptive Reuse

[Select](#)

Gross Floor Area Rehabbed: Sq.Ft. = 0% of Gross Conditioned Sq.Ft.

Rehab Selection: [Select](#)

Rehab Definition:

Tips:

3. Rehabilitation or Adaptive Reuse

Prior to selecting from the drop-down menu, please review the definitions provided in the "Rehab Definition" field, which will change to coincide to a change in the "Rehab Selection" field if another rehab "type" is selected.

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Project Summary Tab

Project Name:
Submission Date:

Quality of Vertical and Site Improvements

Based on completion of the subject project's plans and specifications, I would describe the subject project's overall quality to be the selection below in comparison with other comparable property-types in the subject project's geographic area, and based on the definition below.

Quality Selection:

Quality Definition:

Required Explanation for Quality Selection:

Tips:

4. Quality of Vertical and Site Improvements

Please note that the Quality Selection pertains to the proposed hard development work for which the project is seeking AHP funds (not the quality of the project prior to commencement of the proposed work).

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Project Construction Workbook

The Project Construction Book and the Project Summary Tab has been structured to delineate costs that occurred in constructing or rehabilitating a building or buildings. The model is meant to provide AHP with enough information to understand the basis of the project that will create affordable units for the Project's current or proposed tenants.

Project Summary Tab

Project Name:		Submission Date:	
Special Development Conditions			
<i>If the answer is "Yes" or "To be determined," provide further explanation in the box below the question.</i>			
Does the development budget include off-site expenses (e.g., site improvements and infrastructure required to service the project but outside of the property lines)?			Select
Enter Text Here			
Estimate of associated costs:			\$
Are there any special construction techniques that will impact this project's costs (e.g., green building design and materials)?			Select
Enter Text Here			
Estimate of associated costs:			\$
Are there any unique site cleanup or unique development issues that will impact the project's costs (e.g., environ., topo, geotech., demolition, shared facilities)?			Select
Enter Text Here			
Estimate of associated costs:			\$
Are there any other extraordinary expenses that will impact the project's costs?			Select
Enter Text Here			
Estimated costs associated with this technique:			\$
Is the project affected by the Davis Bacon Act/prevaling wages?			Select
Enter Text Here			
Estimated <u>percentage</u> of the Total Hard Cost plus Hard Cost Contingency:			%

Tips:

5. Special Development Conditions

- Please note that this section should be used to identify special hard development costs that have been identified (or are anticipated to be identified) in the project's construction contract.
- Special development costs, for which have been accounted in the project's "soft costs" portion of the development budget, do not need to be identified in this section.

One example of a "soft cost" that does not need to be accounted for on the Special Development Conditions Section is Environmental Testing.

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Detailed Assessment of Completing Specific Administrative Actions

DONATED OR CONVEYED PROPERTIES

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Donated Properties

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A. The data in the white cells automatically populates from the Site info tab of the Rental Project Workbook.

B. Please provide the date of Donation/Conveyance, as evidenced in the Site Control documentation provided in the Application Package, for each street address/Tax Parcel identified in the matrix on the previous page.

C. Please identify, using the Yes/No dropdown box, if each Street Address/Tax Parcel identified in the matrix shown on the previous page was conveyed by the Federal government or any agency or instrumentality thereof.

D. An appraisal should be provided for each Street Address/Tax Parcel acquired at a price greater than \$1,000.

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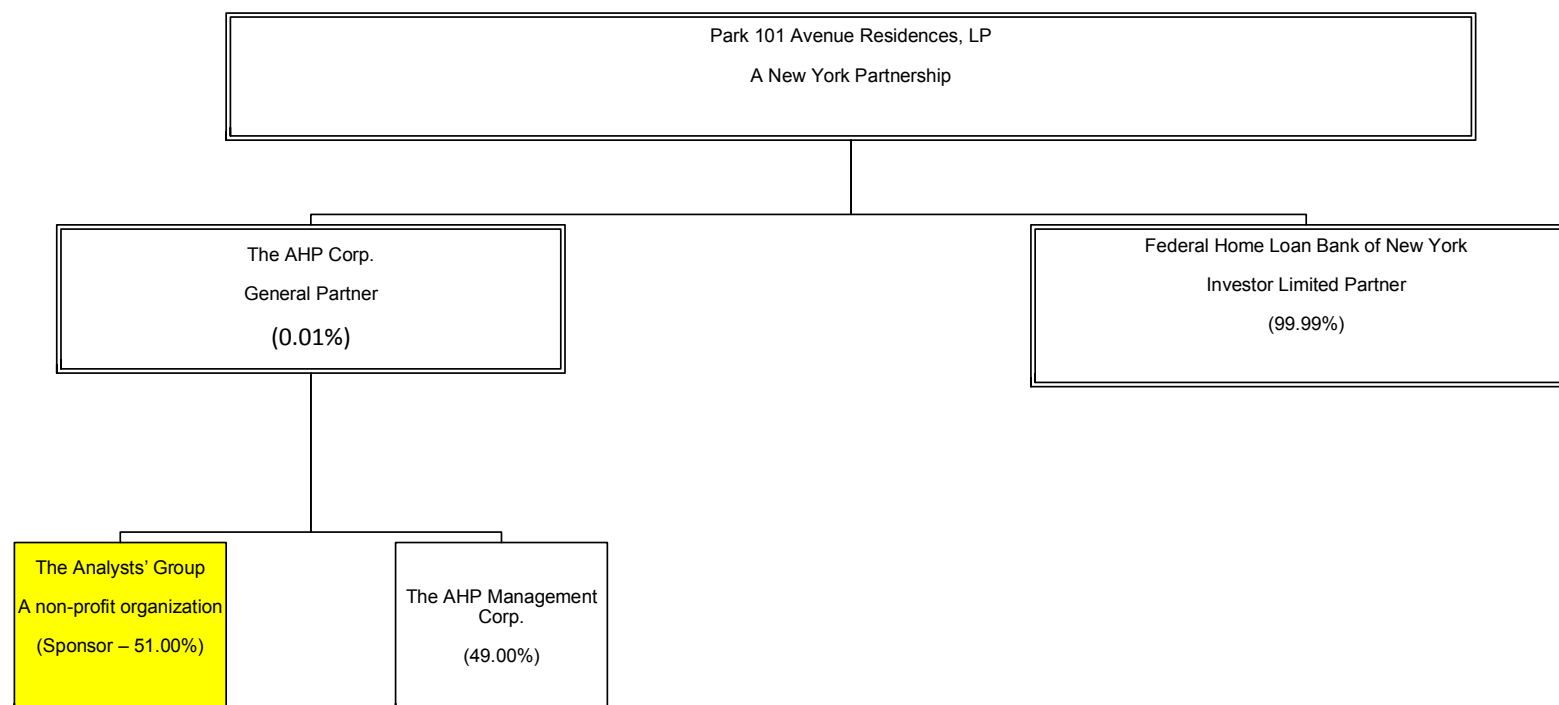
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Site Control: Non-Profit Sponsorship

LIHTC: Organizational Chart - Example 1

To receive majority ownership interest points as a Non-Profit Sponsor in a LIHTC deal, the Non-Profit must have 51% ownership of the remaining shares of the Partnership, after the Investor Member in a Limited Partnership establishes its interest in the partnership.



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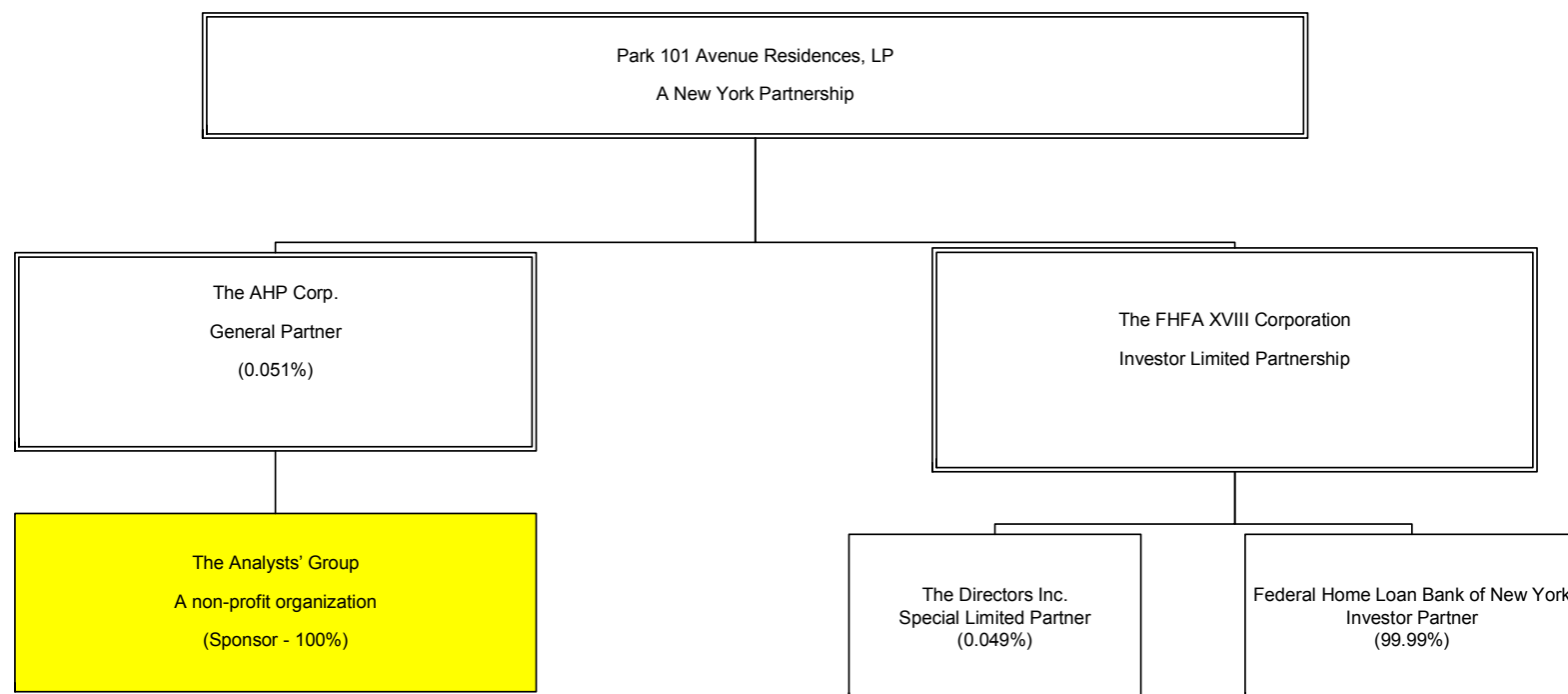
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Site Control: Non-Profit Sponsorship

LIHTC: Organizational Charts - Example 2

To receive majority ownership interest points as a Non-Profit Sponsor in a LIHTC deal, the Non-Profit must have 51% ownership of the remaining shares of the Partnership, after the Investor Member in a Limited Partnership establishes its interest in the partnership.



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Supportive Housing

Requirements to Obtain Approval with Documentation

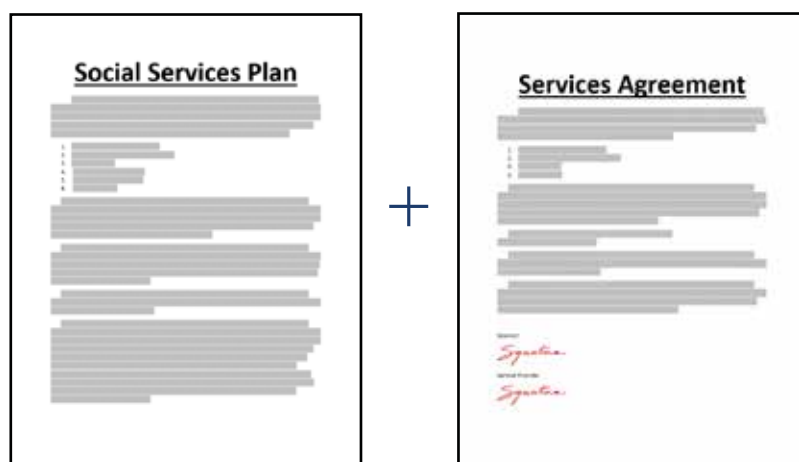
A supportive housing project must have:

1. A social services plan that addresses the needs of the identified special needs population
AND
2. A fully executed agreement with a social service provider.

Both the plan and the executed agreement should outline:

1. The number of units to be reserved for supportive housing, and
2. How the supportive services will be implemented.

Units should not be double-counted if that unit qualifies under more than one special need category.



Five (5) points will be awarded for the financing of housing in which at least 20 percent of the units are reserved for occupancy by households with special needs.

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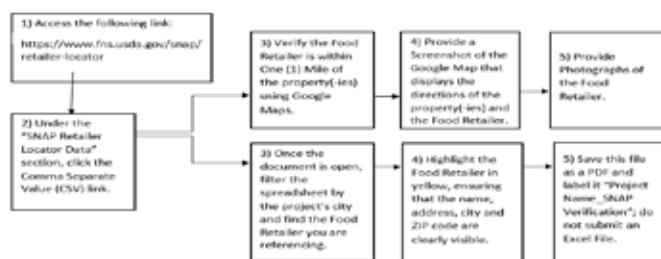
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Desirable Sites

Approval Process for Food Retailer



SNAP Retailer Locator Data

SNAP Retailer Locator data, including latitude and longitude coordinates, is available as [Comma Separate Value](#)

(CSV) files which can be opened by most desktop spreadsheet applications (e.g. MS Excel).

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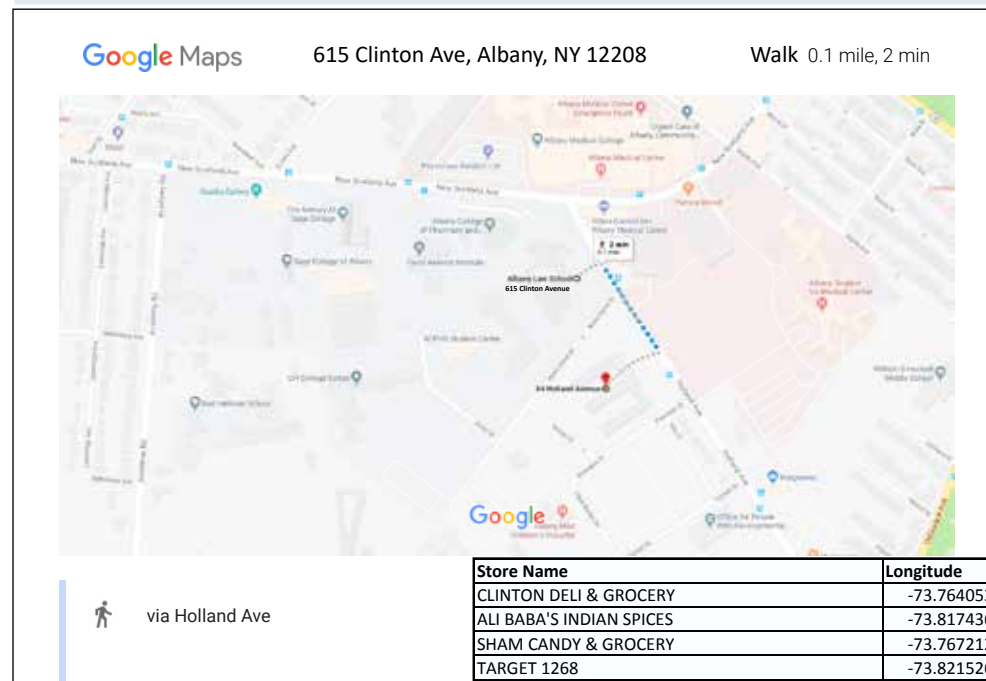
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Desirable Sites

Example for Option A and B

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1. Google Maps Directions that provides AHP on the distance between Project Site and Certified Food Retailer.

*Replicate this process for Option B.

2. Snap shot of finished Excel File from fns.usda.gov as a PDF

3. Don't forget about photographs of the site and its surrounding areas.

Store Name	Longitude	Latitude	Address	City	State	Zip
CLINTON DELI & GROCERY	-73.764053	42.662434	413 Clinton Ave	Albany	NY	12206
ALI BABA'S INDIAN SPICES	-73.817436	42.702614	10 Fuller Rd	Albany	NY	12205
SHAM CANDY & GROCERY	-73.767212	42.660233	123 Central Ave	Albany	NY	12206
TARGET 1268	-73.821526	42.707657	1440 Central Ave	Albany	NY	12205
N ALLEN NEWS DAILY	-73.786285	42.671867	159 N Allen St	Albany	NY	12206
K&S DELI GROCERY	-73.769562	42.639221	190 2nd Ave	Albany	NY	12202
HALAL MARKET	-73.771523	42.663864	264 Central Ave	Albany	NY	12206
One Star Market	-73.755096	42.657204	153 Clinton Ave	Albany	NY	12210
Dollar Tree 1414	-73.791641	42.681599	911 Central Ave	Albany	NY	12206
NKN Trading Inc/DBA Lucky Time	-73.776016	42.639141	299 2nd Ave	Albany	NY	12209
BJ's Wholesale Club 7	-73.821526	42.707657	1440 Central Ave	Albany	NY	12205
SUNNY MART	-73.778641	42.642273	334 Delaware Ave	Albany	NY	12209
Family Dollar 2048	-73.777985	42.669537	484 Central Ave	Albany	NY	12206
Family Dollar 3696	-73.732002	42.682072	100 Broadway	Albany	NY	12204
Family Dollar 5656	-73.758942	42.66346	201 Henry Johnson Blvd	Albany	NY	12210
Stewarts Shop 140	-73.819534	42.701344	35 Fuller Rd	Albany	NY	12205
Stewarts Shop 402	-73.840691	42.724464	1710 Central Ave	Albany	NY	12205
IBB Food Mart Inc	-73.771339	42.666634	615 Clinton Ave	Albany	NY	12206
Walgreens 09154	-73.849533	42.732178	1850 Central Ave	Albany	NY	12205
Walgreens 09071	-73.772347	42.648976	41 Holland Ave	Albany	NY	12202

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Desirable Sites

Approval Process for Food Retailer

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Option B: Non-SNAP Certified Retailer

Note: Retailer must offer for sale, on a continuous basis, at least three varieties of qualifying foods in each of the following four staple food groups, with perishable foods in at least two of the categories:

- o Meat, poultry or fish
- o Bread or cereal
- o Vegetables or fruits
- o Dairy products

Important: If choosing Option B, refer to the AHP Implementation Plan for the definition of a grocery store. Failure to fulfill all requirements may result in forfeiture of points.



This must be scanned and uploaded with your AHP Application Package

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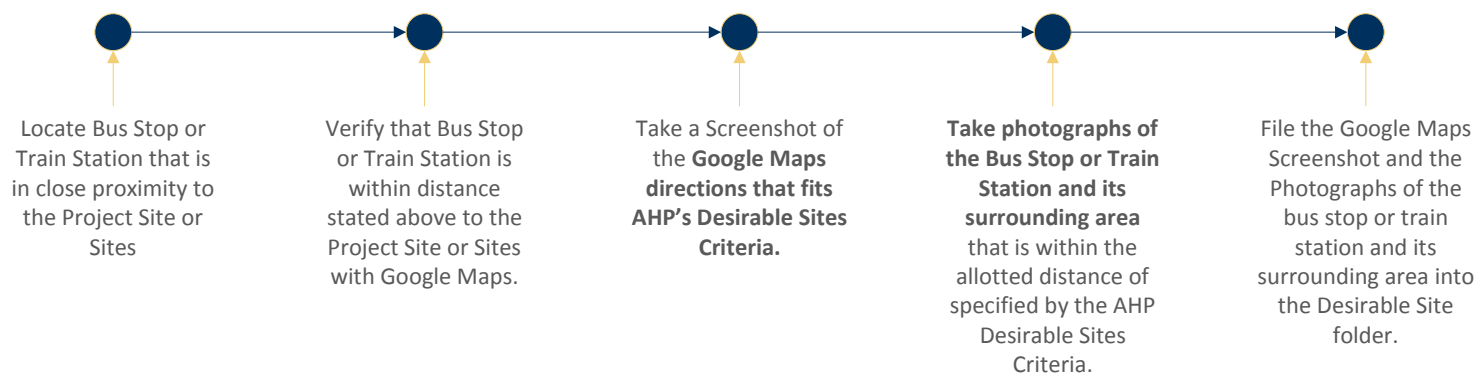
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Approval Process for Project Proximity to Train stations or Bus Stops

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The project site must be within, ½ mile from a train station, or ¼ mile from a bus stop to receive points in this category.

Refer to the 2018 AHP Implementation Plan for further instructions related to this scoring category. Failure to fulfill all requirements may result in forfeiture of points.



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Example of Documenting Proximity to Train Station or Bus Stop

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12/19/2017 Albany Law School to 84 Holland Ave, Albany, NY 12208 - Google Maps

Google Maps Albany Law School to 84 Holland Ave, Albany, NY 12208 Walk 0.1 mile, 2 min

Map data ©2017 Google

via Holland Ave

Mostly flat

1. The Snap shot on the left gives AHP the necessary indication that project is within 1/4 of a mile from a bus stop.

2. The snap shot below is a picture of the bus stop that was taken on Google Maps. This photo or an actual photograph will suffice for approval.

84 Holland Ave
Stop ID: 10817
Bus Station

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Empowerments

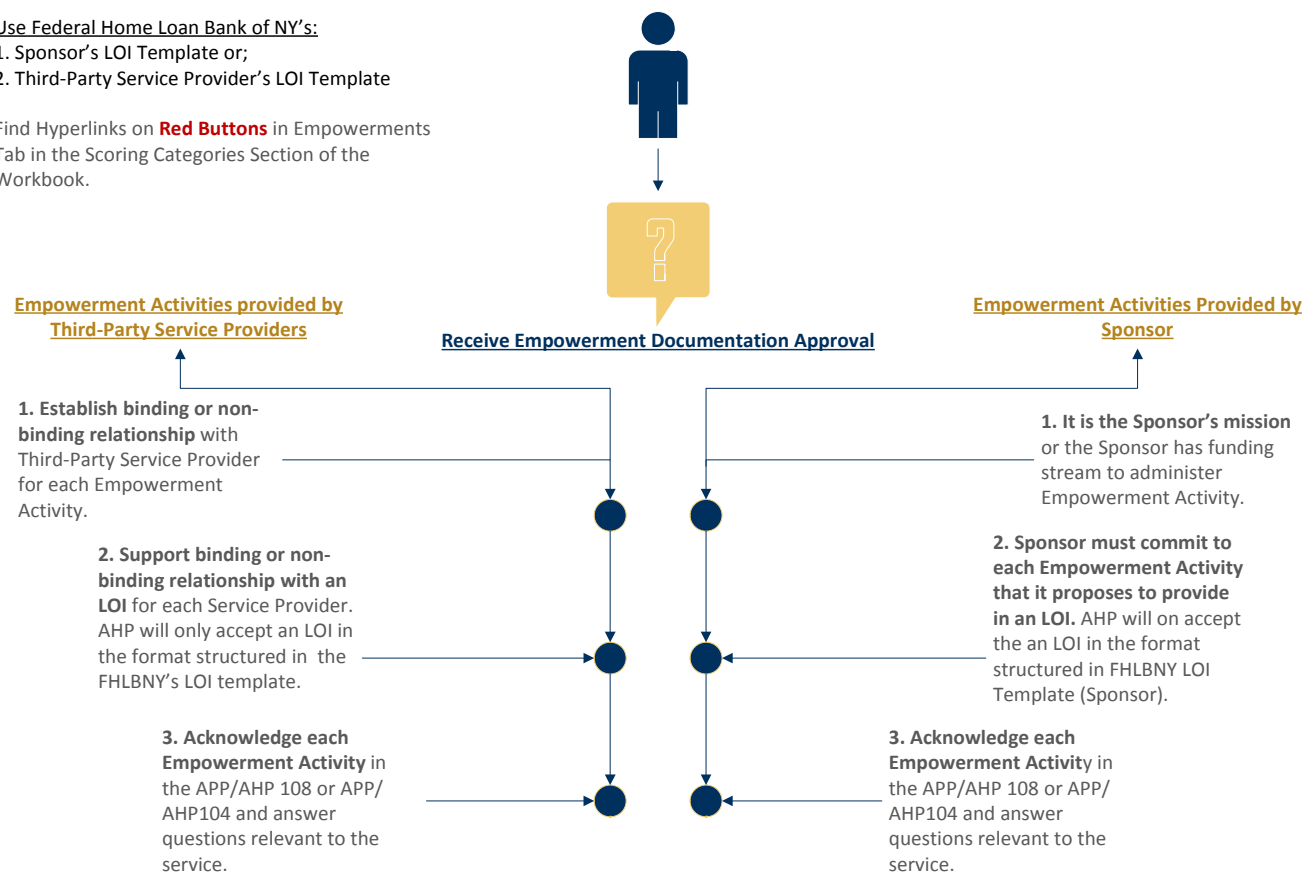
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Use Federal Home Loan Bank of NY's:

1. Sponsor's LOI Template or;
2. Third-Party Service Provider's LOI Template

Find Hyperlinks on **Red Buttons** in Empowerments Tab in the Scoring Categories Section of the Workbook.



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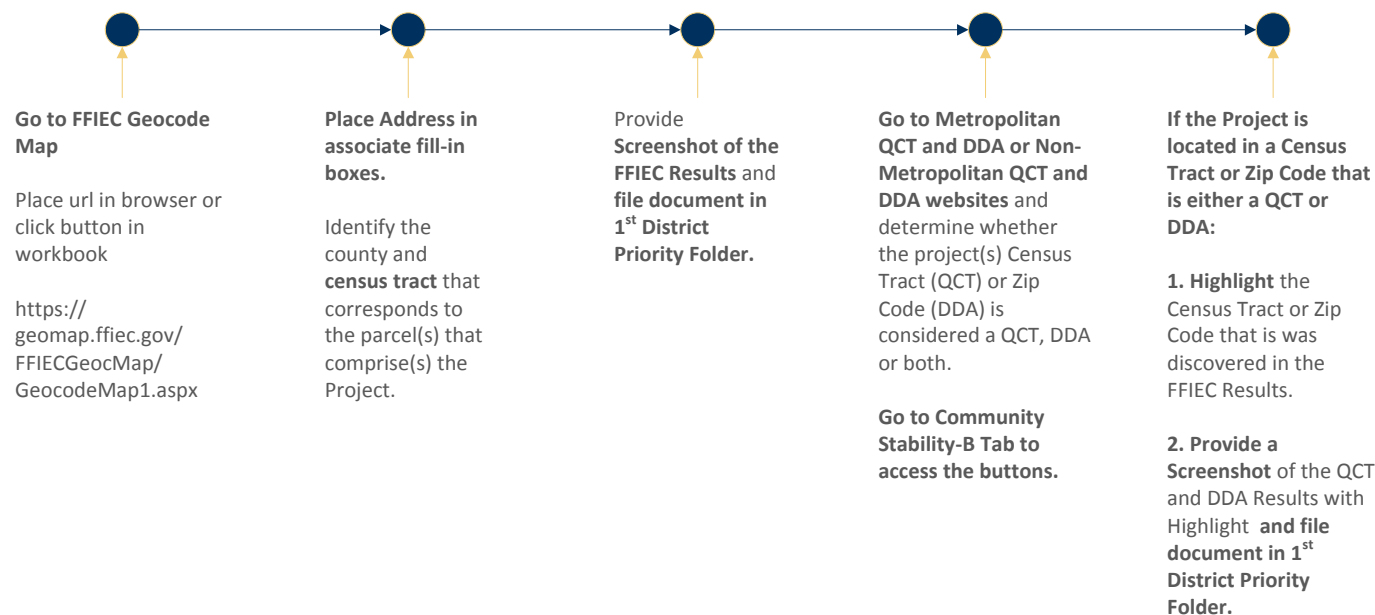
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Community Stability - B

DDA & QCT Documentation Guide

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DDA & QCT

Examples of DDA & QCT Documentation

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2017 IRS SECTION 42(d)(5)(B) METROPOLITAN DIFFICULT DEVELOPMENT AREAS (OMB Metropolitan Area Definitions, February 28, 2013 [MSA] and derived FY2016 HUD Metro SAFMR Area Definitions [HSA])
Effective Date January 1, 2017
* Only part of the ZCTA is located in the listed metropolitan area is a DDA.

State	Metropolitan Area	ZCTA	ZCTA	ZCTA	ZCTA	ZCTA	ZCTA	ZCTA	ZCTA	ZCTA	ZCTA
Alabama	Birmingham-Hoover, AL HMFA	35080	35147	35173							
	Chilton County, AL HMFA	35040	36792*								
	Columbus, GA-AL MSA	36856									
	Daphne-Fairhope-Foley, AL MSA	36527	36555	36561							
	Gadsden, AL MSA	35907									
	Huntsville, AL MSA	35808									
	Mobile, AL MSA	36505	36528	36572	36695						
	Montgomery, AL MSA	36112	36113	36115							
	Tuscaloosa, AL HMFA	35111	35406	35463	35475						
	Walker County, AL HMFA	35579									
Alaska	Anchorage, AK HMFA	99505	99506	99577							
	Fairbanks, AK MSA	99702	99703								
Arizona	Flagstaff, AZ MSA	85931	86001	86004	86015	86017	86018	86020	86024	86036	86054
	Lake Havasu City-Kingman, AZ MSA	86021	86022*	86406	86426	86440					
	Phoenix-Mesa-Scottsdale, AZ MSA	85024	85028	85043	85045	85048	85050	85054	85083	85085	85086
		85138	85140	85142	85143	85145	85209	85212	85215	85234	85248
		85264	85255	85258	85260	85262	85266	85268	85284	85286	85295
		85298	85310	85331	85338	85339	85340	85353	85354	85355	85374
		85383	85387	85388	85392	85395	85396	85658*			
	Prescott, AZ MSA	86315	86325	86327	86334	86336*	86351				
	Sierra Vista-Douglas, AZ MSA	85613	85615	85650							
	Tucson, AZ MSA	85611	85622	85629	85641	85645	85658*	85708	85735	85736	85737
		85742	85743	85747	85748	85749	85750	85755	85756	85757	
	Yuma, AZ MSA	85333	85365	85367							
Arkansas	Fort Smith, AR-OK HMFA	72916									
	Hot Springs, AR MSA	71909									
California	Bakersfield, CA MSA	93222	93311	93312	93313	93314					
	Chico, CA MSA	95954									
	El Centro, CA MSA	92249	92251								
	Fresno, CA MSA	93611	93619*	93664	93711	93720	93722	93730			
	Los Angeles-Long Beach-Glendale, CA HMFA	90011									
		90055									

1. DDA Documentation:
This snap shot depicts MSA and the ZIP Code that project is located in, indicating that the project is indeed in a Difficult Development Area.

2. QCT Documentation:
This snap shot depicts County and the Census Tract that project is located in, indicating that the project is in a Qualified Census Tract.

2017 IRS SECTION 42(d)(5)(B) METROPOLITAN QUALIFIED CENSUS TRACTS
(2010 Census and 2008-2012, 2009-2013 and 2010-2014 American Community Survey (ACS) Data; OMB Metropolitan Area Definitions, February 28, 2013)

METROPOLITAN AREA: Abilene, TX MSA											
COUNTY OR COUNTY EQUIVALENT											
Taylor County	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT
	101.00	102.00	103.00	104.00	108.00	109.00	110.00	117.00	119.00	131.00	
METROPOLITAN AREA: Aguadilla-Isabela-San Sebastian, PR MSA											
COUNTY OR COUNTY EQUIVALENT											
Aguadilla Municipio	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT
Aguadilla Municipio	4303.00	4008.00	4009.00								
Isabela Municipio	4102.00	4106.00	4107.02	4010.00	4011.00	4013.01					
Lares Municipio	9577.00	9578.00	9583.00								
San Sebastián Municipio	92.00	9593.00									
Utado Municipio	9574.00	9575.00									
METROPOLITAN AREA: Akron, OH MSA											
COUNTY OR COUNTY EQUIVALENT											
Portage County	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT
Summit County	6009.01	6010.00	6012.00	6014.00	6015.01	6015.02	6015.03	6031.00	6032.00	6033.00	6033.00
	5011.00	5017.00	5018.00	5019.00	5021.01	5022.00	5025.00	5053.00	5054.00	5055.00	5055.00
	5038.00	5041.00	5042.00	5044.00	5045.00	5046.00	5052.00	5053.00	5054.00	5055.00	5055.00
	5065.00	5066.00	5067.00	5068.00	5074.00	5075.00	5083.01	5083.99	5086.00	5088.00	5088.00
	5101.00	5103.01	5301.05								
METROPOLITAN AREA: Albany, GA MSA											
COUNTY OR COUNTY EQUIVALENT											
Dougherty County	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT
	1.00	2.00	8.00	9.00	10.00	14.03	15.00	106.01	107.00	114.00	
METROPOLITAN AREA: Albany, OR MSA											
COUNTY OR COUNTY EQUIVALENT											
	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT

Application Form
Scattered Site Projects
Unit Classification
Eligibility Threshold
Scoring Criteria

AHP/APP-108: RPW
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Donated Properties
Site Control
Supportive Housing
Desirable Sites
Empowerments
DDA & QCT
Economic Diversity



1st District Priority: Economic Diversity

Economic Diversity Documentation Guide

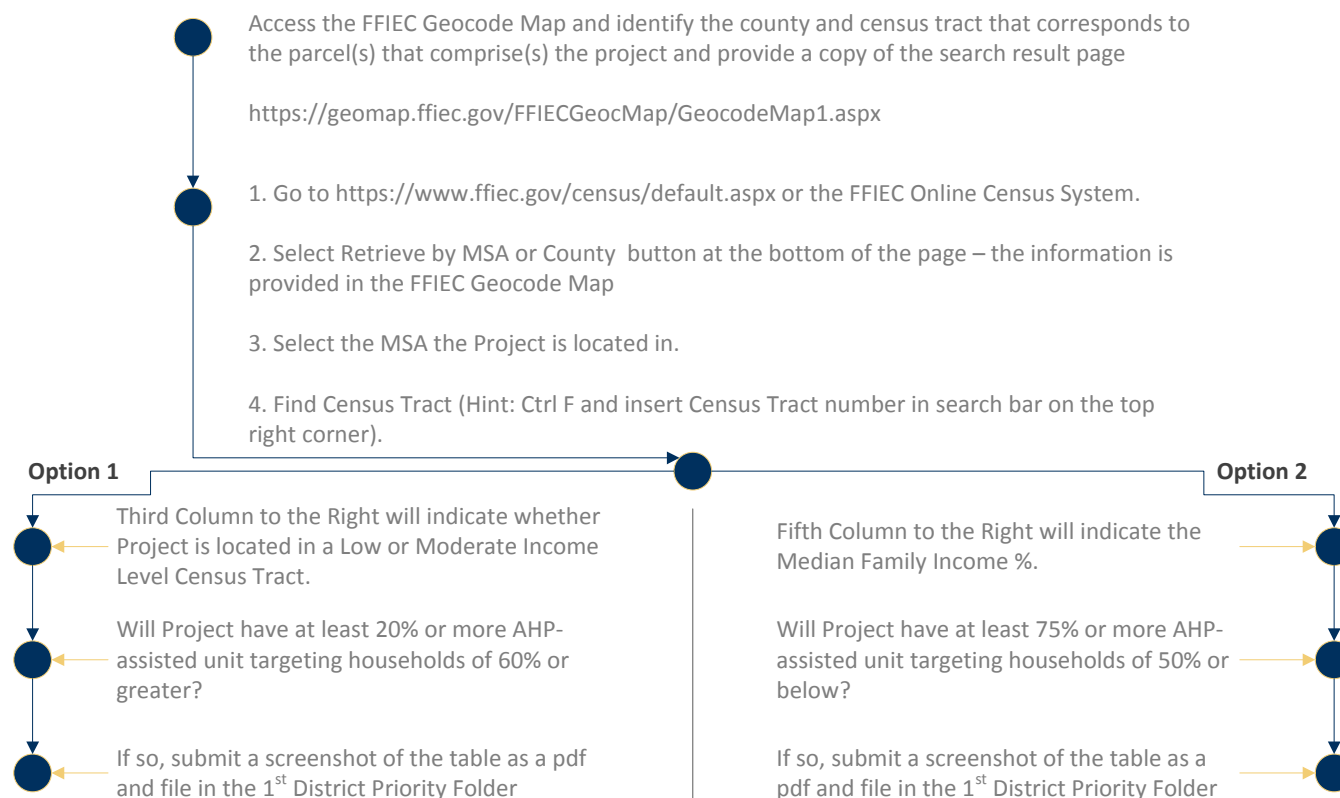
Navigator

Option 1

Does the Project have at least 20% or more AHP-assisted units targeting households that are greater than 60% of AMI and is located in a low or moderate income neighborhood?

Option 2

Does the Project have at least 75% or more AHP-assisted units targeting households that are less than 50% of AMI and is located in a neighborhood that is or greater 100% AMI ?



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Examples of Documentation

Navigator

1/23/2018 <https://geomap.ffiec.gov/FFIECGeocMap/CensDemoMapPrn.aspx>

FFIEC Geocoding/Mapping System -- 2017

Matched Address: 480 NEWTON DR, ROCHESTER, NY 14618
MSA: 40380 - ROCHESTER, NY || State: 36 - NEW YORK || County: 055 - MONROE COUNTY || Tract Code: 0117.03

Selected Tract
MSA: || State: || County: || Tract Code:

- Once address(es) is(are) placed into the FFIEC Geocoding Mapping System, the information needed to access FFIEC Census Report is located at the bottom of the map. Save as PDF and highlight the information
- Make sure to save the map document and the Census Report after Census Tract, State and County District indicators match. Don't forget to highlight it.

FFIEC FEDERAL FINANCIAL INSTITUTIONS EXAMINATION COUNCIL
Promoting uniformity and consistency in the supervision of financial institutions

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FFIEC Census Reports

[Restart Search](#) [Report Help](#) [Census Info Sheet](#) [Census Windows Application](#)

2017 FFIEC Census Report - Summary Census Demographic Information

State: 36 - NEW YORK (NY)
County: 055 - MONROE COUNTY

Records 101 through 193 of 193

Data Report Links

[Demographic \(PDF\)](#) [Income \(PDF\)](#) [Population \(PDF\)](#) [Housing \(PDF\)](#)

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* Will automatically be included in the 2018 Distressed or Underserved Tract List

Tract Code	Tract Income Level	Distressed or Underserved Tract	Tract Median Family Income %	2017 FFIEC Est. MSA/MD non-MSA/MD Median Family Income	2017 Est. Tract Median Family Income	2015 Tract Median Family Income	Tract Population	Tract Minority %	Minority Population	Owner Occupied Units	1- to 4- Occupied Family Units
0115.01	Upper	No	148.73	\$68,500	\$101,880	\$100,781	6804	12.62	859	2006	2483
0115.03	Upper	No	155.11	\$68,500	\$106,250	\$105,101	5703	5.12	292	1990	2153
0115.04	Upper	No	158.19	\$68,500	\$108,360	\$107,188	6295	14.88	937	2229	2323
0115.05	Upper	No	149.20	\$68,500	\$102,202	\$101,098	6138	5.16	317	1846	1939
0116.01	Upper	No	139.77	\$68,500	\$95,742	\$94,707	6316	11.38	719	1927	2215
0116.03	Moderate	No	66.04	\$68,500	\$45,237	\$44,750	1172	17.75	208	451	727
0116.04	Upper	No	132.94	\$68,500	\$91,064	\$90,078	2482	2.86	71	907	977
0116.05	Upper	No	128.21	\$68,500	\$87,824	\$86,875	2074	14.61	303	587	772
0117.03	Upper	No	168.59	\$68,500	\$115,484	\$114,235	8713	10.01	872	2531	2739
0117.05	Upper	No	120.87	\$68,500	\$82,796	\$81,898	5101	5.12	261	1847	2243
0117.06	Upper	No	176.56	\$68,500	\$120,944	\$119,638	4720	9.11	430	1398	1622
0117.07	Upper	No	143.63	\$68,500	\$98,387	\$97,321	7203	4.68	337	1974	2416
0117.08	Upper	No	225.61	\$68,500	\$161,303	\$159,643	2446	11.73	404	1184	1263

Application Form

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FHLBNY



Federal Home Loan Bank
NEW YORK

