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Agenda

1. Welcome
2. Brief QAP Summary and Timeline
3. Threshold and Selection Criteria
4. Excel Application
5. Required Documentation
6. Questions and Conclusion

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Welcome

Presented by:

- Alissa Ice, Director of Housing Development
- Haley Hishmeh, Housing Development Coordinator

Sponsored by:

- Kansas Housing Association



KANSAS HOUSING ASSOCIATION




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QAP Summary

9 Sections

1. Introduction
2. Application/Award Process and Fees
3. 9% LIHTC Limits and Set-Asides
4. Threshold Eligibility
5. Selection Criteria: Rehabilitation
6. Selection Criteria: New Construction
7. Underwriting Standards
8. Post-Award and Compliance


Appendix A - D



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Timeline

Deadline Item	Date	Requirement
Preliminary Applications Due	Friday, January 22	3 tabs of LIHTC application and required documentation to aice@kshousingcorp.org
Preliminary Application Announcement	Friday, January 29	KHRC to post on website
Invitation to Submit Full Applications	Friday, February 26	Email to applicant from Alissa along with steps to log in to Procorem
Full Applications Due	Friday, May 7	Application and required documentation must be uploaded into Procorem system
Full Application Announcement	Friday, May 14	KHRC to post on website
Award Announcements	July	KHRC to post on website



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Threshold Items – ALL Applications


ITEM	
Applicant Experience	Pre
Principals	
LIHTC Management Experience	
Site Control	Pre
Market Need	
Funding Sources	
Average Income Minimum Set-Aside	
Development Costs	
Persons with Disabilities and Leases	
Accessible Units	
Design Requirements	
Public Housing and Housing Choice Voucher (HCV) Waitlist	



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Threshold Items – Applicant Experience and Principals


1. Applicant Experience
 1. Developer and Owner
 - Listed as a developer and served as a managing member or general partner in the ownership entity for at least one Kansas or 3 other state LIHTC properties
 2. Properties
 - Placed in Service between 1/1/13 and 12/31/19 and not in material noncompliance
2. Principals
 - Listed as developer
 - Listed as a member/partner of the eventual ownership entity
 - Receiving more than \$20,000 for consulting or providing guarantee
 - Immediate family members
 - Disqualifications



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Threshold Items – Rehabilitation

ITEM	
Scope of Work	Pre
Physical Needs Assessment	
Minimum Per Unit	
Relocation	
Income and Rent Targeting	



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Threshold Items – New Construction

ITEM	
Incompatible Uses	Pre
Zoning	
Connections	
Income and Rent Targeting	

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Allocation and Set-Asides

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graph TD
    A[Applications] --> B[Rehab]
    A --> C[New Construction]
    B --- D[USDA Rural Dev.]
    B --- E[QAP Priorities]
    C --> F[Metro]
    C --> G[Rural]
    F --- H[2/County]
    G --- I[1/County]
        
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- Unique Opportunities
- Non Profit Set-Aside
- HOME/NHTF


Limits
Maximum \$700,000 in LIHTC per award
Principal will receive no more than 2 awards or 10% of available LIHTC
Lesser of 25% of available LIHTC or 5 applications for rehabilitation
Up to 55% of available LIHTC for metro new construction

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Selection Criteria - Rehabilitation

1. USDA Rural Development – priority property
2. Other Properties
 - a. Requiring more rehabilitation work
 - b. A greater percentage of units with project-based rental assistance
 - c. LIHTC resyndications
 - d. A greater ratio of hard costs to total development budget
 - e. Properties identified by a local government for community revitalization purposes
 - f. Applicant’s experience as a LIHTC property owner




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Selection Criteria – New Construction

A. APPLICANT AND PRINCIPAL EXPERIENCE		
1. Successful Outcomes	+1/property – max +10	Pre
2. Penalties	-10	Pre

B. UNDERSERVED AREAS			OR	C. SUBSEQUENT PHASE		
1. Metro	+10	Pre		Subsequent Phase	+10	Pre
2. Rural	+10	Pre				

D. RESIDENTIAL CHARACTER	
	+5 Pre



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Selection Criteria – New Construction

E. PROXIMITY TO AMENITIES			Max 25 Pts.			
1. Private/Primary			Up to +15		Full	
Private/Secondary			Up to +5		Full	
2. Public			Up to +7		Full	
F. BELOW-MARKET LOANS AND SUPPORT			Max 30 Pts.			
1. Loans			Up to +20		Full	
2. Other Support			+10		Full	
G. COMMUNITY REVITALIZATION PLAN			OR	H. OPPORTUNITY AREA		
1. CRP	+5	Full		Opportunity 360	Up to +15	Full
2. QCT/RFP	+10	Full				

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Selection Criteria – New Construction

I. SUPPORTIVE HOUSING, SENIORS OR FAMILIES			
1. Supportive Housing		+10	Full
2. Senior Housing w/ Services		+5	Full
3. 3+ Bedrooms		+5	Full
J. EXTENDED AFFORDABILITY OR HOMEOWNERSHIP			
1. 40-Year Affordability		+5	Full
2. Conversion to Homeownership		+5	Full
K. TIEBREAKER – IF NEEDED			

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EXCEL APPLICATION



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Required Documentation – Preliminary Application


ALL PRELIMINARY APPLICATIONS
Initial 3 tabs filled out of Excel Application
Preliminary Application Fee
Site Location Maps
Evidence of Site Control/Ownership
Experience Summary for Management Company
Experience Summary for Ownership Entity
REHABILITATION PRELIMINARY APPLICATION REQUIREMENT
Rehabilitation work write-up/Scope of Work
NON-PROFIT PRELIMINARY APPLICATION REQUIREMENT
Resolution from the board



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Required Documentation – Full Application


ALL APPLICATIONS
Completed Excel Application
Full Application Fee
Preliminary Plans, Specs, Site Plan, and/or PNA
Sponsor's Applicant's Financial Statement
Housing Needs Study
20-Year Pro-Forma
Documentation of Utility Calculations
Commitment Letters on Sources of Funds
Zoning Documentation



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Required Documentation – Full Application

ALL APPLICATIONS
Real Estates As-Is Appraisal
Documentation of Utility Availability
Experience Summaries for General Contractor and Consultant
Certificate of Compliance with ADA and ANSI
Proof of Energy Standards
Opportunity 360 Profile
Evidence of Community Revitalization Plan (if applicable)
Signed Application Certification




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Required Documentation – Full Application

Non Profit Applicants
Articles of Incorporation
IRS Documentation of Nonprofit Status
List of Board of Directors, Officers, Directors
Description of Previous Housing Participation
Proof of Ownership Interest in the Project
CHDO re(certification) packet (if applicable)
Evidence of Regular, Continuous, and Substantial Participation


Supportive Housing Applicants
Memorandum of Understanding
Supportive Housing Plan



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Required Documentation – Full Application

HOME/NHTF Applicants
Signed Statement of Assurances
Documentation of Match Funding
Notices to Sellers/Donators
Community Housing Plan
Proposal Narratives



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Required Documentation – Full Application

HOME/NHTF Applicants – Environmental Documentation

FEMA Flood Map with Site Identified
Map Locating Above Ground Storage Tanks w/in 1 mile of site
Map showing major streets, highways or railways w/in 3,000 ft.
Map showing all airports or airfields
Identification of any nearby sites on the National Historic Register
Rehab/Conversion of buildings 50+ year old – proof of communication with SHPO

Barry McMurphy, Housing Development Manager:
bcmurphy@kshousingcorp.org



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Conclusion/Questions

QAP: <https://kshousingcorp.org/wp-content/uploads/2020/09/2021-QAP.pdf>

2021 Application and Forms:
<https://kshousingcorp.org/housing-partners/housing-development/>

Additional QAP and Application Questions:
HousingDevelopment@kshousingcorp.org



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