The following table provides all the details of the basic threshold requirements and documentation review:

|  |  |  |  |
| --- | --- | --- | --- |
| **Required for LIHTC** | **Required for HOME** |  **Required for HTF** | **Check if submitted** | **Doc Ref ID** | **National Housing Trust Fund Threshold Requirements and Documentation Review** |
|  |  |  |  | SHPO.001 | A detailed written description of the project, including: related activities to be carried out in conjunction with the project; estimated total development cost; project area in *cuerdas* or acres; and tax property identification number (cadastral number) of the property (ies). |
|  |  |  |  | SHPO.002 | Project location marked on a U.S.G.S. Topographic Quadrangle Map outlining exact boundaries. Name of the Quadrangle MUST be indicated and the original scale maintained. Other types of maps **will not** be accepted (i.e.: flood, zoning, or tourist maps, aerial or satellite photographs, etc.). |
|  |  |  |  | SHPO.003 | Site Plan, scale 1:2000 or larger, showing project property and vicinity. **A printed copy (size "11x17”) must also be submitted**. |
|  |  |  |  | SHPO.004 | Current photographs (taken from ground level) of the property and the project’s area of potential effects (at a minimum, the area of the project and its surroundings) in TIFF, JPEG or PDF formats. **Printed color copies must also be submitted.** No Polaroid’s or photocopies will be accepted. |
|  |  |  |  | SHPO.005 | As-found or as-built plans of the building/structure(s) to be affected by the project. **Printed copies (size "11x17”) must also be submitted.** |
|  |  |  |  | SHPO.006 | Schematic or preliminary drawings (floor plans, elevations, sections) that show the proposed project design. **Printed copies (size "11x17”) must also be submitted.** |
|  |  |  |  | G.001 | Application Form. |
|  |  |  |  | G.001 | Application’s Agreement and Certification (page 25), signed by the Owner, the President or Secretary of the General Partner, and showing corporate seal that is also legible in digital documents. |
|  |  |  |  | G.002 | Corporate Resolution certifying that the person who signed is a duly authorized officer of the applicant, authorized to sign the application. |
|  |  |  |  | G.001 | Threshold Checklist Form. |
|  |  |  |  | G.001 | Self Point-Ranking Evaluation. |
|  |  |  |  | G.001 | Subsidy Layering Review (SLR) Parameters Checklist Form. |
|  |  |  |  | G.007 | Application's transmittal letter. |
|  |  |  |  |  | 1.    Authority's NHTF Program application and inspection fees: |
|  |  |  |  |  | ·        CHDOs: $0.00 |
|  |  |  |  |  | .         ½ of 1% of requested amount; with a minimum payment of $2,500 and a maximum of $10,000. This is a non-refundable and non-transferable payment. |
|  |  |  |  |  | . $50 per HOME unit during the HOME compliance period. This amount will be due and payable by January 31 of each year. |
|  |  |  |  | **I** |   |
|  |  |  |  | I.001 | Site Selection Standards Checklist (Annex R). |
|  |  |  |  | **II** |   |
|  |  |  |  | II.004 | Designer's Preliminary Certification (Annex J) |
|  |  |  |  |  |  Compliance with the Fair Housing Act (*Civil Rights Act of 1968* - *42 U.S.C. 3601 et seq.*) accessibility requirements certified through the Designer’s opinion letters and completion of the Fair Housing Act Accessibility Requirements Checklist. Applicant must comply with the Americans with Disabilities Act of 1990 (104 Stat. 328). (Annex F: requirements checklist; Annexes J and N: models of certification letters).  |
|  |  |  |  | II.005 | Project timeline for project activities including specific benchmarks for acquisition, assembly of the development team, completion of plans and specifications, completion of financial approvals, municipal approvals, building permits, project construction start date, completion date and the estimated date of lease-up (Application, page 23). |
|  |  |  |  | II.006 | Certification of the percentage of construction completion prepared by the Resident Inspector for projects under construction. (Caveat: existing construction might affect the environmental review and eventual allocation of HOME Funds). |
|  |  |  |  | II.007 | Certification of the percentage of construction completion prepared by the lender’s inspector for projects under construction. (**Caveat**: existing construction might affect the environmental review and eventual allocation of HOME Funds). |
|  |  |  |  | II.008 | Evidence of site control: earnest money agreement, option or closing statement for land and/or buildings, title, deed or leasehold agreement (99 years or more, if requesting HOME). |
|  |  |  |  | II.009 | Certification by owner attesting compliance with restrictions on real property acquisition or rehabilitation under the URA, 49 CFR 24.101(b) detailing: number of persons (families, individuals, businesses or organizations) occupying the property on the date of the submission of the application; number of persons to be displaced, temporarily relocated, or moved permanently within the building or complex; estimated cost of relocation payments and services and sources of funding; and copy of the executed agreement with organization that will carry out the relocation activities. |
|  |  |  |  | II.010 | Architectural drawings and specifications certified by the licensed professional (project architect or engineer in charge of the design process). |
|  |  |  |  | II.011 | Recommendations of infrastructure issued by the OGPe and construction permit filed with competent entity. |
|  |  |  |  | II.012 | Unexpired Construction Permit, Green Construction Permit (*Permiso de construcción Verde*) or Notification of Construction Permitissued by the applicable permitting office and agencies' endorsements (Environmental Quality Board, Department of Natural and Environmental Resources, and Institute of Puerto Rican Culture, along with recommendations of infrastructure from agencies). |
|  |  |  |  | II.013 | Pursuant to Section 106 - 36 CFR 800, State Historic Preservation Office's technical assistance or final determination letter. The technical assistance letter shall indicate that there are no historic properties or that no adverse effect on historic properties is associated with the undertaking or the agreed-to measures if such adverse effect is determined. |
|  |  |  |  | II.014 | Wetland Inventory Map from the US Fish and Wildlife Service demonstrating project's location outside of any wetland, or a Wetland Preliminary Jurisdictional determination from the Corps of Engineers; indicating that the project does not affect wetland. |
|  |  |  |  | II.015 | Project location must be identified in the NFIP map (FEMA Map) to demonstrate compliance with the Floodplain Management Act – 24 CFR 55, Executive Order 11988. The project must be located outside the 100-year floodplain, coastal high hazard areas and If the project is located inside the 100-year floodplain, FEMA’s approval letter of map amendment (LOMA) or letter of map revision (LOMR) will be submitted. |
|  |  |  |  | II.016 | Project location must be identified in the USFWS map to demonstrate compliance with the Coastal Barrier Resources Act of CBRA –24 CFR 58.6(b). Federal assistance may not be used in the CBRA system. |
|  |  |  |  | II.017 | Pursuant to Sections 307(c) and (d) of the Coastal Zone Management Act, Certification of Consistency filed with the State Coastal Management Program, if required. |
|  |  |  |  | II.018 | Pursuant to the Endangered Species Act – 50 CFR 402, technical assistance or final determination letter issued by the U.S. Fish & Wildlife Service of the Department of the Interior; it must indicate that the project does not affect endangered species. |
|  |  |  |  | II.019 |  Any project located within 1,000 feet of a major noise source, road or highway, 3,000 feet of a railroad, or 5 miles of a civil airport, must provide a Noise Study as per the requirements set forth in the American National Standard Method for the Physical Measurement for Sound. Resulting noise level must comply with the acceptable level of 65 decibels established in 24 CFR 51.100 – Noise Abatement and Control. |
|  |  |  |  | II.020 |  Soil survey, if project is for new construction or substantial rehabilitation requiring addition or expansion to structures. |
|  |  |  |  | II.021 | Archeological, if required by the SHPO pursuant to its review under Section 106, or if required by the Institute of Puerto Rican Culture (ICP), or copy of the recommendation issued by the ICP as part of the construction permit consultancy process evidencing that the study is not required. |
|  |  |  |  | II.022 |  Hydraulic/Hydrologic, if the project meets the conditions established under The Department of Natural and Environmental Resources' Administrative Order No. 2013-12, or a certification issued by a civil engineer attesting that the study is not required. |
|  |  |  |  | II.023 | 1.1.1.1.   Phase I environmental site assessment report and/or any other applicable environmental report. Must comply with ASTM E 1527-13 or any updated version as ASTM promulgates which meets the requirements of EPA’s AAI regulations. |
|  |  |  |  | II.024 | For rehabilitation and acquisition/rehabilitation projects, a comprehensive capital needs assessment report prepared by a licensed architect or engineer unaffiliated with the Developer, the Development or any other entity involved with the Project, that includes: an opinion of proposed construction budget and assesses the condition, among other, of site, structural systems (roof, bearing walls and columns, foundations), plumbing systems, electrical systems, fire protection systems, building envelope and insulation, interiors (including units and common areas); and mechanical systems; if requesting HOME funds for projects with more than 26 units, it must specify the remaining useful life of major systems, and include paint testing and/or risk assessment report for substantial rehabilitation projects. |
|  |  |  |  |  | **THE AUTHORITY WILL NOT AWARD ANY ACQUISITION AND REHABILITATION PROJECT WITH 9% CREDITS UNLESS THE AUTHORITY, IN ITS SOLE DISCRETION AND TO THE COST OF THE APPLICANT, PERFORMS (EITHER BY ITSELF OR THROUGH ENGAGEMENT OF A REPUTABLE ACCOUNTING FIRM IN THE INDUSTRY) A THOROUGH FINANCIAL ANALYSIS EVIDENCING NON-FEASIBILITY OF THE PROJECT UNDER THE TAX EXEMPT BOND/4% TAX CREDIT PROGRAM** |
|  |  |  |  | II.027 | Letter of intent to sign the Land Use Restrictive Covenant Agreement including: designation of NHTF-assisted units); occupancy of assisted units ; initial and ongoing rent restrictions; tenant eligibility and period of affordability |
|  |  |  |  | **III** |   |
|  |  |  |  | III.001 | Comprehensive market study report (updated within six months of the application) performed by an approved provider unaffiliated with the Developer, the Development or any other entity involved with the Project, of the low-income housing needs in the area to be served, including: a statement of the competence of the market study provider, detailing education and experience of primary author and including statement of non-interest; a description of the proposed site and neighborhood, including physical attributes of site, surrounding land uses, and proximity to community amenities or neighborhood features including shopping, healthcare, schools, and transportation, among other; a map and photos of the subject site and surroundings showing location of community services; an overview of local economic conditions, including employment by sector, list of major employers, and labor force employment and unemployment trends over past 5-10 years; a description of the proposed development, detailing proposed unit mix (number of bedrooms, bathrooms, square footage, proposed rents, AMI level, utility allowances, and any utilities included in rent), proposed unit features and community amenities, and target population including age restrictions and/or special needs populations; demographic analysis of the number of households in the market area that are part of the target market (i.e., family, senior, disabled, etc.), income-eligible, and can afford to pay the rent, including a projected household base at placed in service date; geographic definition and analysis of the market area, including description of methodology used to define market area and map of market area including proposed site; analysis of household sizes and types in the market area, including households by tenure, income, and persons per household; a description of comparable developments in the market area, including any rental concessions these developments presently offer; a description of rent levels and vacancy rates of comparable properties in the market area, segmented by property type (market rate, Tax Credit, deep subsidy, high and low HOME rents, etc.) and with rents adjusted to account for utility differences and concessions or other incentives. Such description should include all existing Tax Credit, HOME and/or PBV developments in the primary market area and any planned additions to rental stock including recently approved Tax Credit, HOME and/or PBV developments; expected market absorption of the proposed rental housing, including capture/penetration rate analysis of target populations; a description of the effect on the market area, including the impact on Tax Credit, HOME, PBV and other existing affordable rental housing. |
|  |  |  |  | III.002 | Affirmative Fair Housing Marketing Plan (Annex S of the Application Package). |
|  |  |  |  | **IV** |   |
|  |  |  |  | IV.001 | Organizational chart of project structure identifying Owner, Developer, General Partner/Manager and/or Sponsor and any other related entity. |
|  |  |  |  | IV.002 | Articles of Incorporation for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1) |
|  |  |  |  | IV.003 | Partnership (or Operating) Agreement of the entity to claim ownership of the Project (LP, LLC, etc.), as may apply, indicating cash contributions by the General Partner(s) and/or Limited Partner(s). |
|  |  |  |  | IV.004 | Certificate of Incorporation (in USA and PR, as may apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1). |
|  |  |  |  | IV.005 | Certificate of Authorization of US Foreign Limited Liability Company from PR Department of State (as it may apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1). |
|  |  |  |  | IV.006 | Good Standing Certificate (in USA and PR, as may apply) for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1). |
|  |  |  |  | IV.007 | Company by-laws and internal rules for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1). |
|  |  |  |  | IV.008 | Names, addresses, telephone numbers and email address of officers, members, directors, principal stockholders or managing partner of the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1). |
|  |  |  |  | IV.009 |  The owner, developer and their shareholders, directors, officers and partners, as applicable, must demonstrate via sworn statement (*affidavit*) that they have not been involved in any way (either personally or as shareholders, directors, officers, members or partners of a corporation, partnership or other form of business organization or joint venture) in any other project for which the Authority has provided any financing and /or grant (as lender, conduit, custodian of funds, or otherwise) and in which a default notice under the terms and conditions of the applicable financing documents has been issued and not cured. All previous participants must also evidence via sworn statement that they have not been involved or are in any conflict of interest (fact or appearance) in any way (either personally or in any other juridical capacity) with the Authority, employees, officers or agents participating in any capacity in the procurement, selection, award, or the administration of a contract or agreement supported under the QAP or the NOFA. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Authority must neither solicit nor accept gratuities, favors, or anything of monetary value from proponents, awardees, contractors or parties to subcontracts. In order to ensure objective consultant performance and eliminate unfair competitive advantage, contractors that develop or participate in drafting specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing in any capacity for such procurements. Any conflict of interest will immediately disqualify the applicant of any participation in the Authority/HOME programs. |
|  |  |  |
|  |  | Also, the developer shall identify and explain any identity of interest with any other party of the project.  **Submit Annex- Default & Conflict of Interest Affidavit** |
|  |  |  |
|  |  |  |  | IV.010 | IRS Form SS-4 or other evidence of the taxpayer identification number for the following entities: Owner, Developer, General Partner/Manager and Sponsor (as were described in the Application, page 1). |
|  |  |  |  | IV.016 | Audited Financial Statements (updated within six months of the application) of the developer, general partners, managing members, owners, and sponsors of each entity; in case of for-profit, must evidence a combined net worth of all entities and natural persons involved in the ownership structure of the project (excluding actual or future limited partners and/or Tax Credit equity providers) equal to or greater than $500,000.00. If an entity of new creation, CPA certification of a new entity, most recent statements, if within 6 months of the application. |
|  |  |  |  | IV.017 | Compiled or Revised Financial Statements (updated within six months of the application; only applicable to natural persons) of the shareholders, directors, principals, officers, members and partners, as applicable, of the owner, developer, managing member, and general partner; in case of for-profit, must evidence a combined net worth of all entities and natural persons involved in the ownership structure of the project (excluding actual or future limited partners and/or Tax Credit equity providers) equal to or greater than $500,000.00. |
|  |  |  |  | IV.018 | Certification attesting that Owner, Developer, General Partner/Manager and Sponsor will comply with: Executive Order 12432, Minority Business Enterprise Development; Executive Order 12138, Creating a National Women’s Business Enterprise Policy; HUD’s requirement for Economic Opportunities for Recipients of HUD Assistance (Section 3); Executive Order 11246, Equal Employments Opportunity (for all construction contracts of over $10,000; Executive Order 11625, Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprises; payments of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act (whether or not completed in stages); agreeing to the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates to be included in the contract; Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations’ laws and regulations; and insurance coverage and requirements covering all operations related to the project. |
|  |  |  |  | IV.019 | Statement (affidavit) sworn by owner, developer and their shareholders, directors, officers and partners, as applicable, attesting that they have not been involved in any way (either personally or as shareholders, directors, officers, members or partners of a corporation, partnership or other form of business organization or joint venture) in any other project for which the Authority has provided any financing and /or grant (as lender, conduit, custodian of funds, or otherwise) and in which a default notice under the terms and conditions of the applicable financing documents has been issued and not cured. **Submit Annex- Default & Conflict of Interest Affidavit** |
|  |  |  |  | IV.020 | Certification issued by the Authority's Audit and Compliance Office attesting that the owner, developer and their shareholders, directors, officers and partners, as applicable, with previous participation in the program, comply with Section 42/HOME requirements and that, as of the most recent audit/compliance review, there is no outstanding finding of noncompliance (including any fees due to the Authority) in another project that received Tax Credits/HOME funds and in which they have an interest or participation. |
|  |  |  |  | IV.021 | Statement (affidavit) sworn by owner, developer and their shareholders, directors, officers and partners, as applicable, attesting that they have not been involved or are in any conflict of interest (fact or appearance) in any way (either personally or in any other juridical capacity) with the Authority and any of its affiliates or their employees, officers or agents participating in any capacity in the procurement, selection, award, or the administration of a contract or agreement supported under the QAP or the NOFA; nor with any contractors that have developed or participated in drafting specifications, requirements, statements of work, and invitations for bids or requests for proposals**. If requesting HTF funds, must also attest that complies with 24 CFR 93.353**. **Submit Annex- Default & Conflict of Interest Affidavit** |
|  |  |  |  | G.001 | Identity of Interest (Application, page 4). |
|  |  |  |  | G.001 | List of members of the Development Team (Application, page 22) |
|  |  |  |  | IV.022 | Resume of the Architect/Designer indicating qualifications, address, telephone number and references of projects evidencing experience with the design of projects similar to the proposed development. |
|  |  |  |  | IV.023 | Copy of contract with Architect/Designer. |
|  |  |  |  | IV.024 | Copy of professional license of architect or engineer in charge of design. |
|  |  |  |  | IV.025 | Resume of the General Contractor indicating qualifications, address, telephone number and references evidencing experience with the construction of projects similar to the proposed development. |
|  |  |  |  | IV.026 | Copy of contract with General Contractor. |
|  |  |  |  | IV.027 | Certification of Registry of Building Contractors issued by the Department of Consumer Affairs (DACO). |
|  |  |  |  | IV.028 | Resume of the Resident Inspector indicating qualifications, address, telephone number and references evidencing experience with the construction inspection or management of projects similar to the proposed development. |
|  |  |  |  | IV.029 | Copy of contract with Resident Inspector. |
|  |  |  |  | IV.030 | Copy of professional license of architect or engineer of the Resident Inspector. |
|  |  |  |  | IV.031 | Resume of the Management Agent indicating qualifications, address, telephone number and references evidencing experience with the management of projects similar to the proposed development, and management of Tax Credit and/or HOME assisted units. |
|  |  |  |  | IV.032 | Copy of contract with Management Agent. |
|  |  |  |  | IV.033 | Resume of the Consultant Agent, if applicable. |
|  |  |  |  | IV.034 | Copy(ies) of contract with Consultant Agent(s), if applicable, that itemizes the services to be performed by each consultant and the amount of the consultant fee for each service or group of services. |
|  |  |  |  | **V** |   |
|  |  |  |  | G.001 | Sources and Uses (Application, page 15) |
|  |  |  |  | V.001 | Schedule of monthly cash flow during construction period, including capital contributions. |
|  |  |  |  | G.001 | Schedule of projected income and expenses during operation certified by the proposed management agent (Application, page 18). |
|  |  |  |  | V.002 | Pro-forma with income and expense cash flow, for a 20-year period if only requesting HOME-New Construction (term for Rehabilitations with HOME funds will vary depending on the funding per unit), or 30-year or any other restrictive compliance period, showing: a feasible operation; prepared according to the applicable program underwriting standards; all income, including commercial, residential and ancillary income, vacancy adjustment, the amount of Tax Credits, HOME funds, committed PBV and/or other governmental subsidies or contributions, private equity, as well as the amount of permanent financing based on the established parameters, that a project would be eligible to receive; all expenses, including partnership distributions, debt service, non-cash expenses such as depreciation and amortization of fees and principal; reserves; and certified by the proposed management agent. |
|  |  |  |  | V.003 | Appraisal report of site(s) and structure(s) prepared by a licensed appraiser unaffiliated with the Developer, the Development or any other entity involved with the Project, and approved by the Authority, within six months of the application. |
|  |  |  |  | V.004 | Written unqualified endorsement from the Mayor of the Municipality or the where the project will be located; letter must indicate any municipal assistance that the project will receive. |
|  |  |  |  | V.005 | Letter of intent and/or commitment from interim and/or permanent financing source, other than the Authority, specifying: amount and term of the loan; fixed interest rate; non-recourse nature of the loan; amortization period; and pre-payment penalties. |
|  |  |  |  | V.006 | Loan application to PRHFA on or prior to the Tax Credit or HOME application submittal, If requesting financing from the Authority. |
|  |  |  |  | V.007 | Letter of intent from syndicator or direct investor evidencing available private equity and indicating the credit price, if requesting Tax Credits. |
|  |  |  |  | V.008 | Contract or Firm Commitment letter indicating approval of funding issued by the Rural Development Housing Service of the US Department of Agriculture for projects that are financed or sponsored by the entity. |
|  |  |  |  | V.009 | Certification as to federal, State, or local subsidies received or expected to be received for the development and operation of the project; if no such governmental assistance is to be provided at the time of the application or in the future, certification to that fact; and that should other governmental assistance be sought in the future, the Authority will be notified promptly. |
|  |  |  |  | V.010 | Copy(ies) of the contracts or firm commitment letters must be attached to the owner’s certification of federal, State, or local subsidies received or expected to be received for the development and operation of the project, as applicable. |
|  |  |  |  | G.001 | Project Development Costs (Application, pages 11, 12 and 13) |
|  |  |  |  | V.011 | Construction cost breakdown (itemized schedule of values) that substantially conforms to form HUD 2328 (form not required), certified by the proposed general contractor or project designer. |
|  |  |  |  | V.012 | Agreements governing any required reserves which are capitalized at closing, if a rehabilitation project. |
|  |  |  |  | V.017 | Justification for exceeding any of the safe harbor parameters for general contractor fees but in no circumstance, in excess of the maximum allowable aggregate amount. |
|  |  |  |  | V.019 | Written evidence for projects claiming and/or receiving (or not) tax exemptions (e.g., property tax waivers, rental income exemptions, etc.). |
|  |  |  |  |  | **Experience.** If proposing to use o of HOME or NHTF Developer, General Partner or Managing Partner must demonstrate successful record and full compliance participating in same capacity in the development of HOME /NHTF projects in Puerto Rico. |
|  |  |  |  |  | Documentation required: Relevant project documentation to support experience in particular project. |
|  |  |  |  |  | Documentation required: Certification issued by the Authority's Audit and Compliance Office, or the Department's Housing Subsidies and Community Development Division, as applicable. |