
2022 Federal Low Income Housing Tax Credit Program

Application For Reservation

Deadline for Submission

9% Competitive Credits

Applications Must Be Received At VHDA No Later Than **12:00 PM**
Richmond, VA Time On **March 10, 2022**

Tax Exempt Bonds

Applications should be received at VHDA at least one month before the
bonds are *priced* (if bonds issued by VHDA), or 75 days before the bonds
are *issued* (if bonds are not issued by VHDA)



Virginia Housing
601 South Belvidere Street
Richmond, Virginia 23220-6500

INSTRUCTIONS FOR THE VIRGINIA 2022 LIHTC APPLICATION FOR RESERVATION

This application was prepared using Excel, Microsoft Office 2016. Please note that using the active Excel workbook does not eliminate the need to submit the required PDF of the signed hardcopy of the application and related documentation. A more detailed explanation of application submission requirements is provided below and in the Application Manual.

An electronic copy of your completed application is a mandatory submission item.

Applications For 9% Competitive Credits

Applicants should submit an electronic copy of the application package prior to the application deadline, which is **12:00 PM** Richmond Virginia time on **March 10, 2022**. Failure to submit an electronic copy of the application by the deadline will cause the application to be disqualified.

Please Note:

Applicants should submit all application materials in electronic format only.

There should be distinct files which should include the following:

- 1. Application For Reservation – the active Microsoft Excel workbook**
- 2. A PDF file which includes the following:**
 - Application For Reservation – **Signed** version of hardcopy
 - All application attachments (i.e. tab documents, excluding market study and plans & specs)
- 3. Market Study – PDF or Microsoft Word format**
- 4. Plans - PDF or other readable electronic format**
- 5. Specifications - PDF or other readable electronic format (may be combined into the same file as the plans if necessary)**
- 6. Unit-By-Unit work write up (rehab only) - PDF or other readable electronic format**

IMPORTANT:

Virginia Housing only accepts files via our work center sites on Procorem. Contact TaxCreditApps@virginiahousing.com for access to Procorem or for the creation of a new deal workcenter. Do not submit any application materials to any email address unless specifically requested by the Virginia Housing LIHTC Allocation Department staff.

Disclaimer:

Virginia Housing assumes no responsibility for any problems incurred in using this spreadsheet or for the accuracy of calculations. Check your application for correctness and completeness before submitting the application to Virginia Housing.

Entering Data:

Enter numbers or text as appropriate in the blank spaces highlighted in yellow. Cells have been formatted as appropriate for the data expected. All other cells are protected and will not allow changes.

Please Note:

- ▶ **VERY IMPORTANT! : Do not** use the copy/cut/paste functions within this document. Pasting fields will corrupt the application and may result in penalties. You may use links to other cells or other documents but do not paste data from one document or field to another.
- ▶ Some fields provide a dropdown of options to select from, indicated by a down arrow that appears when the cell is selected. Click on the arrow to select a value within the dropdown for these fields.
- ▶ The spreadsheet contains multiple error checks to assist in identifying potential mistakes in the application. These may appear as data is entered but are dependent on values entered later in the application. Do not be concerned with these messages until all data within the application has been entered.
- ▶ Also note that some cells contain error messages such as “#DIV/0!” as you begin. These warnings will disappear as the numbers necessary for the calculation are entered.

Assistance:

If you have any questions, please contact the Virginia Housing LIHTC Allocation Department. Please note that we cannot release the copy protection password.

Virginia Housing LIHTC Allocation Staff Contact Information

Name	Email	Phone Number
JD Bondurant	john.david.bondurant@virginiahousing.com	(804) 343-5725
Stephanie Flanders	stephanie.flanders@virginiahousing.com	(804) 343-5939
Phil Cunningham	phillip.cunningham@virginiahousing.com	(804) 343-5514
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2022 Low-Income Housing Tax Credit Application For Reservation

Please indicate if the following items are included with your application by putting an 'X' in the appropriate boxes. Your assistance in organizing the submission in the following order, and actually using tabs to mark them as shown, will facilitate review of your application. Please note that all mandatory items must be included for the application to be processed. The inclusion of other items may increase the number of points for which you are eligible under Virginia Housing's point system of ranking applications, and may assist Virginia Housing in its determination of the appropriate amount of credits that may be reserved for the development.

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | \$1,000 Application Fee (MANDATORY) |
| <input checked="" type="checkbox"/> | Electronic Copy of the Microsoft Excel Based Application (MANDATORY) |
| <input checked="" type="checkbox"/> | Scanned Copy of the Signed Tax Credit Application with Attachments (excluding market study and plans & specifications) (MANDATORY) |
| <input checked="" type="checkbox"/> | Electronic Copy of the Market Study (MANDATORY - Application will be disqualified if study is not submitted with application) |
| <input checked="" type="checkbox"/> | Electronic Copy of the Plans and Unit by Unit writeup (MANDATORY) |
| <input checked="" type="checkbox"/> | Electronic Copy of the Specifications (MANDATORY) |
| <input type="checkbox"/> | Electronic Copy of the Existing Condition questionnaire (MANDATORY if Rehab) |
| <input type="checkbox"/> | Electronic Copy of the Physical Needs Assessment (MANDATORY at reservation for a 4% rehab request) |
| <input type="checkbox"/> | Electronic Copy of Appraisal (MANDATORY if acquisition credits requested) |
| <input type="checkbox"/> | Electronic Copy of Environmental Site Assessment (Phase I) (MANDATORY if 4% credits requested) |
| <input checked="" type="checkbox"/> | Tab A: Partnership or Operating Agreement, including chart of ownership structure with percentage of interests and Developer Fee Agreement (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab B: Virginia State Corporation Commission Certification (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab C: Principal's Previous Participation Certification (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab D: List of LIHTC Developments (Schedule A) (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab E: Site Control Documentation & Most Recent Real Estate Tax Assessment (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab F: RESNET Rater Certification (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab G: Zoning Certification Letter (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab H: Attorney's Opinion (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab I: Nonprofit Questionnaire (MANDATORY for points or pool) |
| | The following documents need not be submitted unless requested by Virginia Housing: |
| | -Nonprofit Articles of Incorporation -IRS Documentation of Nonprofit Status |
| | -Joint Venture Agreement (if applicable) -For-profit Consulting Agreement (if applicable) |
| <input type="checkbox"/> | Tab J: Relocation Plan and Unit Delivery Schedule (MANDATORY) |
| | Tab K: Documentation of Development Location: |
| <input checked="" type="checkbox"/> | K.1 Revitalization Area Certification |
| <input checked="" type="checkbox"/> | K.2 Location Map |
| <input type="checkbox"/> | K.3 Surveyor's Certification of Proximity To Public Transportation |
| <input checked="" type="checkbox"/> | Tab L: PHA / Section 8 Notification Letter |
| <input type="checkbox"/> | Tab M: Locality CEO Response Letter |
| <input type="checkbox"/> | Tab N: Homeownership Plan |
| <input type="checkbox"/> | Tab O: Plan of Development Certification Letter |
| <input checked="" type="checkbox"/> | Tab P: Developer Experience documentation and Partnership agreements |
| <input checked="" type="checkbox"/> | Tab Q: Documentation of Rental Assistance, Tax Abatement and/or existing RD or HUD Property |
| <input checked="" type="checkbox"/> | Tab R: Documentation of Operating Budget and Utility Allowances |
| <input checked="" type="checkbox"/> | Tab S: Supportive Housing Certification |
| <input checked="" type="checkbox"/> | Tab T: Funding Documentation |
| <input checked="" type="checkbox"/> | Tab U: Acknowledgement by Tenant of the availability of Renter Education provided by Virginia Housing |
| <input checked="" type="checkbox"/> | Tab V: Nonprofit or LHA Purchase Option or Right of First Refusal |
| <input checked="" type="checkbox"/> | Tab W: Internet Safety Plan and Resident Information Form (if internet amenities selected) |
| <input checked="" type="checkbox"/> | Tab X: Marketing Plan for units meeting accessibility requirements of HUD section 504 |
| <input type="checkbox"/> | Tab Y: Inducement Resolution for Tax Exempt Bonds |
| <input type="checkbox"/> | Tab Z: Documentation of team member's Diversity, Equity and Inclusion Designation |
| <input type="checkbox"/> | Tab AA: Priority Letter from Rural Development |
| <input type="checkbox"/> | Tab AB: Social Disadvantage Certification |

VHDA TRACKING NUMBER

2023-ASH-07

A. GENERAL INFORMATION ABOUT PROPOSED DEVELOPMENT

Application Date: 3/9/2022

1. Development Name: Horner

2. Address (line 1): 3901 Stigall Drive
 Address (line 2): 11041 Stigall Way
 City: Chesterfield State: VA Zip: 23112

3. If complete address is not available, provide longitude and latitude coordinates (x,y) from a location on site that your surveyor deems appropriate. Longitude: 00.00000 Latitude: 00.00000
 (Only necessary if street address or street intersections are not available.)

4. The Circuit Court Clerk's office in which the deed to the development is or will be recorded:
 City/County of Chesterfield County

5. The site overlaps one or more jurisdictional boundaries..... FALSE
 If true, what other City/County is the site located in besides response to #4?.....

6. Development is located in the census tract of: 1009.34

7. Development is located in a **Qualified Census Tract**..... FALSE

8. Development is located in a **Difficult Development Area**..... FALSE

9. Development is located in a **Revitalization Area based on QCT** FALSE

10. Development is located in a **Revitalization Area designated by resolution** TRUE

11. Development is located in an **Opportunity Zone** (with a binding commitment for funding)..... FALSE

(If 9, 10 or 11 are True, **Action:** Provide required form in **TAB K1**)

12. Development is located in a census tract with a poverty rate of.....

	3%	10%	12%
	TRUE	FALSE	FALSE

Enter only Numeric Values below:

13. Congressional District: 7
 Planning District: 15
 State Senate District: 11
 State House District: 27

Click on the following link for assistance in determining the districts related to this development:

[Link to Virginia Housing's HOME - Select Virginia LIHTC Reference Map](#)

14. **ACTION:** Provide Location Map (**TAB K2**)

15. Development Description: In the space provided below, give a brief description of the proposed development

3 Story family property built to an EarthCraft Gold Standard. Building will have an elevator.

VHDA TRACKING NUMBER

2023-ASH-07

A. GENERAL INFORMATION ABOUT PROPOSED DEVELOPMENT

Application Date:

3/9/2022

16. Local Needs and Support

- a. Provide the name and the address of the chief executive officer (City Manager, Town Manager, or County Administrator of the political jurisdiction in which the development will be located:

Chief Executive Officer's Name: Joseph P. Casey
 Chief Executive Officer's Title: County Administrator Phone: (804) 748-1211
 Street Address: 9901 Lori Road
 City: Chesterfield State: VA Zip: 23832

Name and title of local official you have discussed this project with who could answer questions for the local CEO: Andrew Gillies, Director of Planning

- b. If the development overlaps another jurisdiction, please fill in the following:

Chief Executive Officer's Name:
 Chief Executive Officer's Title:
 Street Address:
 City: State: Zip:

Name and title of local official you have discussed this project with who could answer questions for the local CEO:

ACTION: Provide Locality Notification Letter at **Tab M** if applicable.

B. RESERVATION REQUEST INFORMATION

1. Requesting Credits From:

a. If requesting 9% Credits, select credit pool:

Accessible Supportive Housing Pool

or

b. If requesting Tax Exempt Bonds, select development type:

[Redacted]

For Tax Exempt Bonds, where are bonds being issued?

[Redacted]

ACTION: Provide Inducement Resolution at **TAB Y** (if available)

2. Type(s) of Allocation/Allocation Year

Carryforward Allocation

Definitions of types:

a.

Regular Allocation means all of the buildings in the development are expected to be placed in service this calendar year, 2022.

b.

Carryforward Allocation means all of the buildings in the development are expected to be placed in service within two years after the end of this calendar year, 2022, but the owner will have more than 10% basis in development before the end of twelve months following allocation of credits. For those buildings, the owner requests a carryforward allocation of 2023 credits pursuant to Section 42(h)(1)(E).

3. Select Building Allocation type:

New Construction

Note regarding Type = Acquisition and Rehabilitation: Even if you acquired a building this year and "placed it in service" for the purpose of the acquisition credit, you cannot receive its acquisition 8609 form until the rehab 8609 is issued for that building.

4. Is this an additional allocation for a development that has buildings not yet placed in service?

TRUE

If True, additional Credit Request cannot exceed 10% of the prior credit award.

5. **Planned Combined 9% and 4% Developments**

FALSE

A site plan has been submitted with this application indicating two developments on the same or contiguous site. One development relates to this 9% allocation request and the remaining development will be a 4% tax exempt bond application.

Name of companion development:

[Redacted]

a. Has the developer met with Virginia Housing regarding the 4% tax exempt bond deal?

FALSE

b. List below the number of units planned for each allocation request. This stated count cannot be changed or 9% Credits will be cancelled.

Total Units within 9% allocation request? 0

Total Units within 4% Tax Exempt Allocation Request? 0

Total Units: 0

% of units in 4% Tax Exempt Allocation Request: 0.00%

6. Extended Use Restriction

Note: Each recipient of an allocation of credits will be required to record an **Extended Use Agreement** as required by the IRC governing the use of the development for low-income housing for at least 30 years. Applicant waives the right to pursue a Qualified Contract.

Must Select One: 30

Definition of selection:

Development will be subject to the standard extended use agreement of 15 extended use period (after the mandatory 15-year compliance period.)

7. Virginia Housing would like to encourage the efficiency of electronic payments. Indicate if developer commits to submitting any payments due the Authority, including reservation fees and monitoring fees, by electronic payment (ACH or Wire). TRUE

In 2022, Virginia Housing will debut a new Rental Housing Invoicing Portal to allow easy payments via secure ACH transactions. More details will be provided.

C. OWNERSHIP INFORMATION

NOTE: Virginia Housing may allocate credits only to the tax-paying entity which owns the development at the time of the allocation. The term "Owner" herein refers to that entity. Please fill in the legal name of the owner. The ownership entity must be formed prior to submitting this application. Any transfer, direct or indirect, of partnership interests (except those involving the admission of limited partners) prior to the placed-in-service date of the proposed development shall be prohibited, unless the transfer is consented to by Virginia Housing in its sole discretion. **IMPORTANT: The Owner name listed on this page must exactly match the owner name listed on the Virginia State Corporation Commission Certification.**

1. Owner Information:

Must be an individual or legally formed entity.

Owner Name: Horner Apartments LLC

Developer Name: Better Housing Coalition

Contact: M/M ▶ Mr. First: Lee MI: S Last: Alford

Address: 23 W. Broad Street, Suite 100

City: Richmond St. ▶ VA Zip: 23220

Phone: (804) 644-0546 Ext. 108 Fax: (804) 644-1057

Email address: l.alford@betterhousingcoalition.org

Federal I.D. No. 872879382 (If not available, obtain prior to Carryover Allocation.)

Select type of entity: ▶ Limited Liability Company Formation State: ▶ VA

Additional Contact: Please Provide Name, Email and Phone number.

Maria Tabacchi, m.tabacchi@betterhousingcoalition.org, 804-644-0546

- ACTION:** a. Provide Owner's organizational documents (e.g. Partnership agreements and Developer Fee agreement) **(Mandatory TAB A)**
 b. Provide Certification from Virginia State Corporation Commission **(Mandatory TAB B)**

2. a. Principal(s) of the General Partner: List names of individuals and ownership interest.

Names **	Phone	Type Ownership	% Ownership
PAD XXIV LLC	(804) 644-0546	Managing Member	100.000%
Greta Harris	(804) 644-0546	President, Sole Men	100.000%
Better Housing Coalition	(804) 644-0546	Sole Member, Mana	100.000%
			0.000%
			0.000%
			0.000%
			0.000%
			0.000%
			0.000%
			0.000%
			0.000%
			0.000%
			0.000%
			0.000%

The above should include 100% of the GP or LLC member interest.

C. OWNERSHIP INFORMATION

****** These should be the names of individuals who make up the General Partnership, not simply the names of entities which may comprise those components.

ACTION: a. Provide Principals' Previous Participation Certification **(Mandatory TAB C)**
 b. Provide a chart of ownership structure (Org Chart) and a list of all LIHTC Developments within the last 15 years. **(Mandatory at TABS A/D)**

b. Indicate if at least one principal listed above with an ownership interest of at least 25% in the controlling general partner or managing member is a socially disadvantaged individual as defined in the manual.

FALSE

ACTION: If true, provide Socially Disadvantaged Certification **(TAB AB)**

3. Developer Experience:

*May only choose one of A, B or C **OR** select one or more of D, E and F.*

TRUE a. A principal of the controlling general partner or managing member for the proposed development has developed as a controlling general partner or managing member for (i) at least three tax credit developments that contain at least three times the number of housing units in the proposed development or (ii) at least six tax credit developments.

Action: Must be included on Virginia Housing Experienced LIHTC Developer List or provide copies of 8609s, partnership agreements and organizational charts **(Tab P)**

FALSE b. A principal of the controlling general partner or managing member for the proposed development has developed at least three deals as principal and have at \$500,000 in liquid assets.

Action: Must be included on the Virginia Housing Experienced LIHTC Developer List or provide Audited Financial Statements and copies of 8609s **(Tab P)**

FALSE c. The development's principal(s), as a group or individually, have developed as controlling general partner or managing member, at least one tax credit development that contains at least the same number of units of this proposed development (can include Market units).

Action: Must provide copies of 8609s and partnership agreements **(Tab P)**

FALSE d. The development has an experienced sponsor (as defined in the manual) that has placed at least one LIHTC development in service in Virginia within the past 5 years.

Action: Provide one 8609 from qualifying development. **(Tab P)**

FALSE e. The development has an experienced sponsor (as defined in the manual) that has placed at least three (3) LIHTC developments in service in any state within the past 6 years (in addition to any development provided to qualify for option d. above)

Action: Provide one 8609 from each qualifying development. **(Tab P)**

FALSE f. Applicant is competing in the Local Housing Authority pool and partnering with an experienced sponsor (as defined in the manual), other than a local housing auth

Action: Provide documentation as stated in the manual. **(Tab P)**

D. SITE CONTROL

NOTE: Site control by the Owner identified herein is a mandatory precondition of review of this application. Documentary evidence in the form of either a deed, option, purchase contract or lease for a term longer than the period of time the property will be subject to occupancy restrictions must be included herewith. (For 9% Competitive Credits - An option or contract must extend beyond the application deadline by a minimum of four months.)

Warning: Site control by an entity other than the Owner, even if it is a closely related party, is not sufficient. Anticipated future transfers to the Owner are not sufficient. The Owner, as identified previously, must have site control at the time this Application is submitted.

NOTE: If the Owner receives a reservation of credits, the property must be titled in the name of or leased by (pursuant to a long-term lease) the Owner before the allocation of credits is made.

Contact Virginia Housing before submitting this application if there are any questions about this requirement.

1. Type of Site Control by Owner:

Applicant controls site by (select one):

Select Type: Option

Expiration Date:

In the Option or Purchase contract - Any contract for the acquisition of a site with an existing residential property may not require an empty building as a condition of such contract, unless relocation assistance is provided to displaced households, if any, at such level required by Virginia Housing. See QAP for further details.

ACTION: Provide documentation and most recent real estate tax assessment - **Mandatory TAB E**

FALSE There is more than one site for development and more than one form of site control.

(If **True**, provide documentation for each site specifying number of existing buildings on the site (if any), type of control of each site, and applicable expiration date of stated site control. A site control document is required for each site (**Tab E**.)

2. Timing of Acquisition by Owner:

Only one of the following statement should be True.

a. FALSE Owner already controls site by either deed or long-term lease.

b. TRUE Owner is to acquire property by deed (or lease for period no shorter than period property will be subject to occupancy restrictions) no later than..... .

c. FALSE There is more than one site for development and more than one expected date of acquisition by Owner.

(If c is **True**, provide documentation for each site specifying number of existing buildings on the site, if any, and expected date of acquisition of each site by Owner (**Tab E**.)

D. SITE CONTROL

3. Seller Information:

Name: Maria Brown & Katherine Rhodes

Address: 4302 Monument Park

City: Richmond St.: VA Zip: 23220

Contact Person: Maria Brown Phone: (804) 301-0091

There is an identity of interest between the seller and the owner/applicant..... FALSE

If above statement is **TRUE**, complete the following:

Principal(s) involved (e.g. general partners, controlling shareholders, etc.)

<u>Names</u>	<u>Phone</u>	<u>Type Ownership</u>	<u>% Ownership</u>
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%

E. DEVELOPMENT TEAM INFORMATION

Complete the following as applicable to your development team.

Indicate Diversity, Equity and Inclusion (DEI) Designation if this team member is SWAM or Service Disabled Veteran as defined in manual.

ACTION: Provide copy of certification from Commonwealth of Virginia, if applicable - **TAB Z**

1.	Tax Attorney:	Erik Hoffman	This is a Related Entity.	FALSE
	Firm Name:	Klein Hornig	DEI Designation?	FALSE
	Address:	1325 G Street NW, Suite 77, Washington, DC 20005		
	Email:	ehoffman@kleinhornig.com	Phone:	(202) 842-0125
2.	Tax Accountant:		This is a Related Entity.	FALSE
	Firm Name:		DEI Designation?	FALSE
	Address:			
	Email:		Phone:	
3.	Consultant:		This is a Related Entity.	FALSE
	Firm Name:		DEI Designation?	FALSE
	Address:		Role:	
	Email:		Phone:	
4.	Management Entity:	Matt Scaparro	This is a Related Entity.	TRUE
	Firm Name:	BHC Management	DEI Designation?	FALSE
	Address:	2119 East Franklin Street, Suite 200, Richmond, VA 23223		
	Email:	m.scaparro@betterhousingcoalition.org	Phone:	
5.	Contractor:		This is a Related Entity.	FALSE
	Firm Name:		DEI Designation?	FALSE
	Address:			
	Email:		Phone:	
6.	Architect:	Megan Shope	This is a Related Entity.	FALSE
	Firm Name:	Winks-Snowa	DEI Designation?	FALSE
	Address:	2119 East Franklin Street, Suite 200 Richmond, VA 23223		
	Email:	mshope@ws-arch.com	Phone:	(804) 643-6196
7.	Real Estate Attorney:	Erik Hoffman	This is a Related Entity.	FALSE
	Firm Name:	Klein Hornig	DEI Designation?	FALSE
	Address:	1325 G Street NW, Suite 77, Washington, DC 20005		
	Email:	ehoffman@kleinhornig.com	Phone:	(202) 842-0125
8.	Mortgage Banker:		This is a Related Entity.	FALSE
	Firm Name:		DEI Designation?	FALSE
	Address:			
	Email:		Phone:	
9.	Other:		This is a Related Entity.	FALSE
	Firm Name:		DEI Designation?	FALSE
	Address:		Role:	
	Email:		Phone:	

F. REHAB INFORMATION

1. Acquisition Credit Information

- a. Credits are being requested for existing buildings being acquired for development..... **FALSE**
Action: If true, provide an electronic copy of the Existing Condition Questionnaire and Appraisal
- b. This development has received a previous allocation of credits..... **FALSE**
 If so, in what year did this development receive credits?
- c. The development has been provided an acknowledgement letter from Rural Development regarding its preservation priority?..... **FALSE**
- d. This development is an existing RD or HUD S8/236 development..... **FALSE**
Action: (If True, provide required form in **TAB Q**)

Note: If there is an identity of interest between the applicant and the seller in this proposal, and the applicant is seeking points in this category, then the applicant must either waive their rights to the developer's fee or other fees associated with acquisition, or obtain a waiver of this requirement from Virginia Housing prior to application submission to receive these points.

- i. Applicant agrees to waive all rights to any developer's fee or other fees associated with acquisition..... **FALSE**
- ii. Applicant has obtained a waiver of this requirement from Virginia Housing prior to the application submission deadline..... **FALSE**

2. Ten-Year Rule For Acquisition Credits

- a. All buildings satisfy the 10-year look-back rule of IRC Section 42 (d)(2)(B), including the 10% basis/\$15,000 rehab costs (\$10,000 for Tax Exempt Bonds) per unit requirement..... **FALSE**
- b. All buildings qualify for an exception to the 10-year rule under IRC Section 42(d)(2)(D)(i),..... **FALSE**
 - i. Subsection (I)..... **FALSE**
 - ii. Subsection (II)..... **FALSE**
 - iii. Subsection (III)..... **FALSE**
 - iv. Subsection (IV)..... **FALSE**
 - v. Subsection (V)..... **FALSE**
- c. The 10-year rule in IRC Section 42 (d)(2)(B) for all buildings does not apply pursuant to IRC Section 42(d)(6)..... **FALSE**
- d. There are different circumstances for different buildings..... **FALSE**
Action: (If True, provide an explanation for each building in Tab K)

F. REHAB INFORMATION

3. Rehabilitation Credit Information

a. Credits are being requested for rehabilitation expenditures..... **FALSE**

b. Minimum Expenditure Requirements

- i. All buildings in the development satisfy the rehab costs per unit requirement of IRS Section 42(e)(3)(A)(ii)..... **FALSE**
- ii. All buildings in the development qualify for the IRC Section 42(e)(3)(B) exception to the 10% basis requirement (4% credit only)..... **FALSE**
- iii. All buildings in the development qualify for the IRC Section 42(f)(5)(B)(ii)(II) exception..... **FALSE**
- iv. There are different circumstances for different buildings..... **FALSE**
Action: (If True, provide an explanation for each building in Tab K)

G. NONPROFIT INVOLVEMENT

Applications for 9% Credits - Section must be completed in order to compete in the Non Profit tax credit pool.

All Applicants - Section must be completed to obtain points for nonprofit involvement.

1. Tax Credit Nonprofit Pool Applicants: To qualify for the nonprofit pool, an organization (described in IRC Section 501(c)(3) or 501(c)(4) and exempt from taxation under IRC Section 501(a)) should answer the following questions as TRUE:

- TRUE a. Be authorized to do business in Virginia.
- TRUE b. Be substantially based or active in the community of the development.
- TRUE c. Materially participate in the development and operation of the development throughout the compliance period (i.e., regular, continuous and substantial involvement) in the operation of the development throughout the Compliance Period.
- TRUE d. Own, either directly or through a partnership or limited liability company, 100% of the general partnership or managing member interest.
- TRUE e. Not be affiliated with or controlled by a for-profit organization.
- TRUE f. Not have been formed for the principal purpose of competition in the Non Profit Pool.
- TRUE g. Not have any staff member, officer or member of the board of directors materially participate, directly or indirectly, in the proposed development as a for profit entity.

2. All Applicants: To qualify for points under the ranking system, the nonprofit's involvement need not necessarily satisfy all of the requirements for participation in the nonprofit tax credit pool.

A. Nonprofit Involvement (All Applicants)

There is nonprofit involvement in this development..... TRUE (If false, go on to #3.)

Action: If there is nonprofit involvement, provide completed Non Profit Questionnaire (**Mandatory TAB I**).

B. Type of involvement:

Nonprofit meets eligibility requirement for points only, not pool..... FALSE

or

Nonprofit meets eligibility requirements for nonprofit pool and points..... TRUE

C. Identity of Nonprofit (All nonprofit applicants):

The nonprofit organization involved in this development is: ▶ Other

Name: Better Housing Coalition

Contact Person: Lee Alford

Street Address: 23 W. Broad Street, Suite 100

City: Richmond State: ▶ VA Zip: 23220-4495

Phone: (804) 644-0546 Contact Email: l.alford@betterhousingcoalition.org

G. NONPROFIT INVOLVEMENT

D. Percentage of Nonprofit Ownership (All nonprofit applicants):

Specify the nonprofit entity's percentage ownership of the general partnership interest: 100.0%

3. Nonprofit/Local Housing Authority Purchase Option/Right of First Refusal

A. TRUE After the mandatory 15-year compliance period, a qualified nonprofit or local housing authority will have the option to purchase or the right of first refusal to acquire the development for a price not to exceed the outstanding debt and exit taxes. Such debt must be limited to the original mortgage(s) unless any refinancing is approved by the nonprofit. See manual for more specifics.

Action: Provide Option or Right of First Refusal in Recordable Form meeting Virginia Housing's specifications. **(TAB V)**
Provide Nonprofit Questionnaire (if applicable) **(TAB I)**

Name of qualified nonprofit: Better Housing Coalition

or indicate true if Local Housing Authority FALSE
Name of Local Housing Authority

2. FALSE A qualified nonprofit or local housing authority submits a homeownership plan committing to sell the units in the development after the mandatory 15-year compliance period to tenants whose incomes shall not exceed the applicable income limit at the time of their initial occupancy.

Action: Provide Homeownership Plan **(TAB N)**

NOTE: Applicant is required to waive the right to pursue a Qualified Contract.

H. STRUCTURE AND UNITS INFORMATION

1. General Information

a. Total number of all units in development	49	bedrooms	104
Total number of rental units in development	49	bedrooms	104
Number of low-income rental units	49	bedrooms	104
Percentage of rental units designated low-income	100.00%		
b. Number of new units:.....	49	bedrooms	104
Number of adaptive reuse units:	0	bedrooms	0
Number of rehab units:.....	0	bedrooms	0
c. If any, indicate number of planned exempt units (included in total of all units in development).....			0
d. Total Floor Area For The Entire Development.....			64,402.95 <small>(Sq. ft.)</small>
e. Unheated Floor Area (i.e. Breezeways, Balconies, Storage).....			3,368.88 <small>(Sq. ft.)</small>
f. Nonresidential Commercial Floor Area (Not eligible for funding).....			0.00
g. Total Usable Residential Heated Area.....			61,034.07 <small>(Sq. ft.)</small>
h. Percentage of Net Rentable Square Feet Deemed To Be New Rental Space			100.00%
i. Exact area of site in acres	3.540		
j. Locality has approved a final site plan or plan of development.....			FALSE
If True , Provide required documentation (TAB O).			
k. Requirement as of 2016: Site must be properly zoned for proposed development. ACTION: Provide required zoning documentation (MANDATORY TAB G)			
l. Development is eligible for Historic Rehab credits.....			FALSE

Definition:

The structure is historic, by virtue of being listed individually in the National Register of Historic Places, or due to its location in a registered historic district and certified by the Secretary of the Interior as being of historical significance to the district, and the rehabilitation will be completed in such a manner as to be eligible for historic rehabilitation tax credits.

H. STRUCTURE AND UNITS INFORMATION

2. UNIT MIX

a. Specify the average size and number per unit type (as indicated in the Architect's Certification):

Note: Average sq foot should include the prorata of common space.

Unit Type	Average Sq Foot		# of LIHTC Units	Total Rental Units
Supportive Housing	0.00	SF	0	0
1 Story Eff - Elderly	0.00	SF	0	0
1 Story 1BR - Elderly	0.00	SF	0	0
1 Story 2BR - Elderly	0.00	SF	0	0
Eff - Elderly	0.00	SF	0	0
1BR Elderly	0.00	SF	0	0
2BR Elderly	0.00	SF	0	0
Eff - Garden	0.00	SF	0	0
1BR Garden	902.40	SF	6	6
2BR Garden	1188.10	SF	31	31
3BR Garden	1565.71	SF	12	12
4BR Garden	0.00	SF	0	0
2+ Story 2BR Townhouse	0.00	SF	0	0
2+ Story 3BR Townhouse	0.00	SF	0	0
2+ Story 4BR Townhouse	0.00	SF	0	0
			49	49

Note: Please be sure to enter the values in the appropriate unit category. If not, errors will occur on the self scoresheet.

3. Structures

- a. Number of Buildings (containing rental units)..... 1
- b. Age of Structure:..... 0 years
- c. Number of stories:..... 3
- d. The development is a scattered site development..... FALSE

e. Commercial Area Intended Use: _____

f. Development consists primarily of : **(Only One Option Below Can Be True)**

- i. Low Rise Building(s) - (1-5 stories with any structural elements made of wood)..... TRUE
- ii. Mid Rise Building(s) - (5-7 stories with no structural elements made of wood)..... FALSE
- iii. High Rise Building(s) - (8 or more stories with no structural elements made of wood)..... FALSE

H. STRUCTURE AND UNITS INFORMATION

g. Indicate **True** for all development's structural features that apply:

i. Row House/Townhouse	FALSE	v. Detached Single-family	FALSE
ii. Garden Apartments	FALSE	vi. Detached Two-family	FALSE
iii. Slab on Grade	TRUE	vii. Basement	FALSE
iv. Crawl space	FALSE		

h. Development contains an elevator(s). **TRUE**

If true, # of Elevators. **1**

Elevator Type (if known)

i. Roof Type **▶ Hip Roof**

j. Construction Type **▶ Frame**

k. Primary Exterior Finish **▶ Brick**

4. Site Amenities (indicate all proposed)

a. Business Center.....	TRUE	f. Limited Access.....	TRUE
b. Covered Parking.....	FALSE	g. Playground.....	TRUE
c. Exercise Room.....	TRUE	h. Pool.....	FALSE
d. Gated access to Site.....	FALSE	i. Rental Office.....	TRUE
e. Laundry facilities.....	FALSE	j. Sports Activity Ct..	FALSE
		k. Other:	Resident services office

l. Describe Community Facilities: **Community room, fitness center, business center**

m. Number of Proposed Parking Spaces **86**

Parking is shared with another entity **FALSE**

n. Development located within 1/2 mile of an existing commuter rail, light rail or subway station or 1/4 mile from existing public bus stop. **FALSE**

If **True**, Provide required documentation (**TAB K3**).

H. STRUCTURE AND UNITS INFORMATION

5. Plans and Specifications

- a. **Minimum submission requirements for all properties (new construction, rehabilitation and adaptive reuse):**
 - i. A location map with development clearly defined.
 - ii. Sketch plan of the site showing overall dimensions of all building(s), major site elements (e.g., parking lots and location of existing utilities, and water, sewer, electric, gas in the streets adjacent to the site). Contour lines and elevations are not required.
 - iii. Sketch plans of all building(s) reflecting overall dimensions of:
 - a. Typical floor plan(s) showing apartment types and placement
 - b. Ground floor plan(s) showing common areas
 - c. Sketch floor plan(s) of typical dwelling unit(s)
 - d. Typical wall section(s) showing footing, foundation, wall and floor structure
Notes must indicate basic materials in structure, floor and exterior finish.

- b. The following are due at reservation for Tax Exempt 4% Applications and at allocation for 9% Applications.
 - i. Phase I environmental assessment.
 - ii. Physical needs assessment for any rehab only development.

NOTE: All developments must meet Virginia Housing's **Minimum Design and Construction Requirements**. By signing and submitting the Application for Reservation of LIHTC, the applicant certifies that the proposed project budget, plans & specifications and work write-ups incorporate all necessary elements to fulfill these requirements.

6. Market Study Data: (MANDATORY)

Obtain the following information from the **Market Study** conducted in connection with this tax credit application:

Project Wide Capture Rate - LIHTC Units	9.10%
Project Wide Capture Rate - Market Units	0.00%
Project Wide Capture Rate - All Units	9.10%
Project Wide Absorption Period (Months)	2

J. ENHANCEMENTS

Each development must meet the following baseline energy performance standard applicable to the development's construction category.

- a. **New Construction:** must meet all criteria for EPA EnergyStar certification.
- b. **Rehabilitation:** renovation must result in at least a 30% performance increase or score an 80 or lower on the HERS Index.
- c. **Adaptive Reuse:** must score a 95 or lower on the HERS Index.

Certification and HERS Index score must be verified by a third-party, independent, non-affiliated, certified RESNET home energy rater.

Indicate **True** for the following items that apply to the proposed development:

ACTION: Provide RESNET rater certification (**TAB F**)

ACTION: Provide Internet Safety Plan and Resident Information Form (**Tab W**) if corresponding options selected below.

REQUIRED:**1. For any development, upon completion of construction/rehabilitation:**

- | | |
|--------|--|
| TRUE | a. A community/meeting room with a minimum of 749 square feet is provided. |
| 85.00% | b1. Percentage of brick covering the exterior walls. |
| 15.00% | b2. Percentage of Fiber Cement Board or other similar low-maintenance material approved by the Authority covering exterior walls. Community buildings are to be included in percentage calculations. |
| TRUE | c. Water expense is sub-metered (the tenant will pay monthly or bi-monthly bill). |
| TRUE | d. All faucets, toilets and showerheads in each bathroom are WaterSense labeled products. |
| FALSE | e. Rehab Only: Each unit is provided with the necessary infrastructure for high-speed internet/broadband service. |
| | f. <i>Not applicable for 2022 Cycles</i> |
| FALSE | g. Each unit is provided free individual high speed internet access. |
| | or |
| TRUE | h. Each unit is provided free individual WiFi access. |
| TRUE | i. Full bath fans are wired to primary light with delayed timer or has continuous exhaust by ERV/DOAS. |
| | or |
| FALSE | j. Full bath fans are equipped with a humidistat. |
| TRUE | k. Cooking surfaces are equipped with fire prevention features |
| | or |
| FALSE | l. Cooking surfaces are equipped with fire suppression features. |
| FALSE | m. Rehab only: Each unit has dedicated space, drain and electrical hook-ups to accept a permanently installed dehumidification system. |
| | or |
| TRUE | n. All Construction types: each unit is equipped with a permanent dehumidification system. |
| TRUE | o. All interior doors within units are solid core. |
| TRUE | p. Every kitchen, living room and bedroom contains, at minimum, one USB charging port. |
| TRUE | q. All kitchen light fixtures are LED and meet MDCR lighting guidelines. |
| | r. <i>Not applicable for 2022 Cycles</i> |

J. ENHANCEMENTS

- TRUE s. New construction only: Each unit to have balcony or patio with a minimum depth of 5 feet clear from face of building and a minimum size of 30 square feet.

For all developments exclusively serving elderly tenants upon completion of construction/rehabilitation:

- FALSE a. All cooking ranges have front controls.
- FALSE b. Bathrooms have an independent or supplemental heat source.
- FALSE c. All entrance doors have two eye viewers, one at 42" inches and the other at standard height.
- FALSE d. Each unit has a shelf or ledge outside the primary entry door located in an interior hallway.

2. Green Certification

- a. Applicant agrees to meet the base line energy performance standard applicable to the development's construction category as listed above.

The applicant will also obtain one of the following:

- | | | | |
|--|--|--------------------------------|--|
| <input checked="" type="checkbox"/> TRUE | Earthcraft Gold or higher certification | <input type="checkbox"/> FALSE | National Green Building Standard (NGBS) certification of Silver or higher. |
| <input type="checkbox"/> FALSE | U.S. Green Building Council LEED certification | <input type="checkbox"/> FALSE | Enterprise Green Communities (EGC) Certification |

If Green Certification is selected, no points will be awarded for d. Watersense Bathroom fixtures above.

Action: If seeking any points associated Green certification, provide appropriate documentation at **TAB F**.

- b. Applicant will pursue one of the following certifications to be awarded points on a future development application. (Failure to reach this goal will not result in a penalty.)

- | | | | |
|--------------------------------|-------------------------------------|--------------------------------|-------------------------|
| <input type="checkbox"/> FALSE | Zero Energy Ready Home Requirements | <input type="checkbox"/> FALSE | Passive House Standards |
|--------------------------------|-------------------------------------|--------------------------------|-------------------------|

3. Universal Design - Units Meeting Universal Design Standards (units must be shown on Plans)

- TRUE a. Architect of record certifies that units will be constructed to meet Virginia Housing's Universal Design Standards.
- 20 b. Number of Rental Units constructed to meet Virginia Housing's Universal Design standards:

41% of Total Rental Units

- 4. FALSE Market-rate units' amenities are substantially equivalent to those of the low income units.

If not, please explain:

Architect of Record initial here that the above information is accurate per certification statement within this application.

I. UTILITIES

1. Utilities Types:

- a. Heating Type Heat Pump
- b. Cooking Type Electric
- c. AC Type Central Air
- d. Hot Water Type Electric

2. Indicate True if the following services will be included in Rent:

- | | | | |
|---------------------|--------------|----------------|--------------|
| Water? | <u>FALSE</u> | Heat? | <u>FALSE</u> |
| Hot Water? | <u>FALSE</u> | AC? | <u>FALSE</u> |
| Lighting/ Electric? | <u>FALSE</u> | Sewer? | <u>TRUE</u> |
| Cooking? | <u>FALSE</u> | Trash Removal? | <u>TRUE</u> |

Utilities	Enter Allowances by Bedroom Size				
	0-BR	1-BR	2-BR	3-BR	4-BR
Heating	0	14	17	18	0
Air Conditioning	0	8	12	15	0
Cooking	0	6	8	10	0
Lighting	0	28	36	44	0
Hot Water	0	13	17	21	0
Water	0	26	38	57	0
Sewer	0	0	0	0	0
Trash	0	0	0	0	0
Total utility allowance for costs paid by tenant	\$0	\$95	\$128	\$165	\$0

3. The following sources were used for Utility Allowance Calculation (Provide documentation **TAB R**).

- a. TRUE HUD
- b. FALSE Utility Company (Estimate)
- c. FALSE Utility Company (Actual Survey)
- d. FALSE Local PHA
- e. FALSE Other: _____

Warning: The Virginia Housing housing choice voucher program utility schedule shown on VirginiaHousing.com should not be used unless directed to do so by the local housing authority.

K. SPECIAL HOUSING NEEDS

NOTE: Any Applicant commits to providing first preference to members of targeted populations having state rental assistance and will not impose any eligibility requirements or lease terms for such individuals that are more restrictive than its standard requirements and terms, the terms of the MOU establishing the target population, or the eligibility requirements for the state rental assistance.

1. **Accessibility:** Indicate **True** for the following point categories, as appropriate.

Action: Provide appropriate documentation (**Tab X**)

TRUE

a. Any development in which (i) the greater of 5 units or 10% of units will be assisted by HUD project-based vouchers (as evidenced by the submission of a letter satisfactory to the Authority from an authorized public housing authority (PHA) that the development meets all prerequisites for such assistance), or another form of documented and binding federal project-based rent subsidies in order to ensure occupancy by extremely low-income persons. Locality project based rental subsidy meets the definition of state project based rental subsidy;

(ii) will conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act; and be actively marketed to persons with disabilities as defined in the Fair Housing Act in accordance with a plan submitted as part of the application for credits.

(iii) above must include roll-in showers, roll under sinks and front control ranges, unless agreed to by the Authority prior to the applicant's submission of its application.


Documentation from source of assistance must be provided with the application.

Note: Subsidies may apply to any units, not only those built to satisfy Section 504.

FALSE

b. Any development in which ten percent (10%) of the units (i) conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act and (ii) are actively marketed to persons with disabilities as defined in the Fair Housing Act in accordance with a plan submitted as part of the application for credits.

For items a or b, all common space must also conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act.

 **Architect of Record initial here that the above information is accurate per certification statement within this application.**

2. **Special Housing Needs/Leasing Preference:**

a. If not general population, select applicable special population:

FALSE Elderly (as defined by the United States Fair Housing Act.)

FALSE Persons with Disabilities (must meet the requirements of the Federal Americans with Disabilities Act) - Accessible Supportive Housing Pool only

TRUE Supportive Housing (as described in the Tax Credit Manual)

Action: Provide Permanent Supportive Housing Certification (**Tab S**)

K. SPECIAL HOUSING NEEDS

K. SPECIAL HOUSING NEEDS

b. The development has existing tenants and a relocation plan has been developed..... FALSE
(If True, Virginia Housing policy requires that the impact of economic and/or physical displacement on those tenants be minimized, in which Owners agree to abide by the Authority's Relocation Guidelines for LIHTC properties.)

Action: Provide Relocation Plan and Unit Delivery Schedule (Mandatory if tenants are displaced - Tab J)

3. Leasing Preferences

a. Will leasing preference be given to applicants on a public housing waiting list and/or Section 8 waiting list? select: Yes

Organization which holds waiting list: Richmond Redevelopment & Housing Authority

Contact person: Kenyatta D. Green

Title: Interim Chief Operating Officer

Phone Number: (804) 780-3491

Action: Provide required notification documentation (TAB L)

b. Leasing preference will be given to individuals and families with children..... TRUE
(Less than or equal to 20% of the units must have of 1 or less bedrooms).

c. Specify the number of low-income units that will serve individuals and families with children by providing three or more bedrooms: 12
% of total Low Income Units 24%

NOTE: Development must utilize a Virginia Housing Certified Management Agent. Proof of management certification must be provided before 8609s are issued.

Action: Provide documentation of tenant disclosure regarding Virginia Housing Rental Education (Mandatory - Tab U)

3. Target Population Leasing Preference

Unless prohibited by an applicable federal subsidy program, each applicant shall commit to provide a leasing preference to individuals (i) in a target population identified in a memorandum of understanding between the Authority and one or more participating agencies of the Commonwealth, (ii) having a voucher or other binding commitment for rental assistance from the Commonwealth, and (iii) referred to the development by a referring agent approved by the Authority. The leasing preference shall not be applied to more than ten percent (10%) of the units in the development at any given time. The applicant may not impose tenant selection criteria or leasing terms with respect to individuals receiving this preference that are more restrictive than the applicant's tenant selection criteria or leasing terms applicable to prospective tenants in the development that do not receive this preference, the eligibility criteria for the rental assistance from the Commonwealth, or any eligibility criteria contained in a memorandum of understanding between the Authority and one or more participating agencies of the Commonwealth.

Primary Contact for Target Population leasing preference. The agency will contact as needed.

K. SPECIAL HOUSING NEEDS

First Name: Matt
Last Name: Scaparro
Phone Number: (804) 644-0546 Email: m.scaparro@betterhousingcoalition.org

4. Rental Assistance

a. Some of the low-income units do or will receive rental assistance..... FALSE

b. Indicate True if rental assistance will be available from the following

FALSE Rental Assistance Demonstration (RAD) or other PHA conversion to based rental assistance.

FALSE Section 8 New Construction Substantial Rehabilitation

FALSE Section 8 Moderate Rehabilitation

FALSE Section 8 Certificates

FALSE Section 8 Project Based Assistance

FALSE RD 515 Rental Assistance

FALSE Section 8 Vouchers

*Administering Organization:

FALSE State Assistance

*Administering Organization:

TRUE Other: Chesterfield Community Services Board

c. The Project Based vouchers above are applicable to the 30% units seeking points.

FALSE

i. If True above, how many of the 30% units will not have project based vouchers?

0

d. Number of units receiving assistance:

8

How many years in rental assistance contract?

15.00

Expiration date of contract:

9/24/2038

There is an Option to Renew.....

FALSE

Action: Contract or other agreement provided (TAB Q).

L. UNIT DETAILS

1. Set-Aside Election: UNITS SELECTED IN INCOME AND RENT DETERMINE POINTS FOR THE BONUS POINT CATEGORY

Note: In order to qualify for any tax credits, a development must meet one of two minimum threshold occupancy tests. Either (i) at least 20% of the units must be rent-restricted and occupied by persons whose incomes are 50% or less of the area median income adjusted for family size (this is called the 20/50 test) or (ii) at least 40% of the units must be rent-restricted and occupied by persons whose incomes are 60% or less of the area median income adjusted for family size (this is called the 40/60 test), all as described in Section 42 of the IRC. Rent-and income-restricted units are known as low-income units. If you have more low-income units than required, you qualify for more credits. If you serve lower incomes than required, you receive more points under the ranking system.

a. Units Provided Per Household Type:


Income Levels			Avg Inc.
# of Units	% of Units		
0	0.00%	20% Area Median	
0	0.00%	30% Area Median	
8	16.33%	40% Area Median	
17	34.69%	50% Area Median	
24	48.98%	60% Area Median	
0	0.00%	70% Area Median	
0	0.00%	80% Area Median	
0	0.00%	Market Units	
49	100.00%	Total	

Rent Levels			Avg Inc.
# of Units	% of Units		
0	0.00%	20% Area Median	
0	0.00%	30% Area Median	
8	16.33%	40% Area Median	
17	34.69%	50% Area Median	
24	48.98%	60% Area Median	
0	0.00%	70% Area Median	
0	0.00%	80% Area Median	
0	0.00%	Market Units	
49	100.00%	Total	

- b. The development plans to utilize average income..... FALSE
 If true, should the points based on the units assigned to the levels above **be waived** and therefore not required for compliance?
 20-30% Levels FALSE 40% Levels FALSE 50% levels FALSE

2. Unit Detail FOR YOUR CONVENIENCE, COPY AND PASTE IS ALLOWED WITHIN UNIT MIX GRID

In the following grid, add a row for each unique unit type planned within the development. Enter the appropriate data for both tax credit and market rate units.


Architect of Record initial here that the information below is accurate per certification statement within this application.

	Unit Type (Select One)	Rent Target (Select One)	Number of Units	# of Units 504 compliant	Net Rentable Square Feet	Monthly Rent Per Unit	Total Monthly Rent
Mix 1	1 BR - 1 Bath	40% AMI	6	1	571.92	\$400.00	\$2,400
Mix 2	1 BR - 1 Bath	50% AMI	0		571.92	\$0.00	\$0
Mix 3	1 BR - 1 Bath	60% AMI	0		571.92	\$0.00	\$0
Mix 4	2 BR - 2 Bath	40% AMI	2		842.06	\$500.00	\$1,000
Mix 5	2 BR - 2 Bath	50% AMI	11	2	846.69	\$854.00	\$9,394
Mix 6	2 BR - 2 Bath	60% AMI	18	3	846.69	\$1,062.00	\$19,116
Mix 7	3 BR - 2 Bath	40% AMI	0		0.00		\$0
Mix 8	3 BR - 2 Bath	50% AMI	5	2	1171.42	\$980.00	\$4,900
Mix 9	3 BR - 2 Bath	50% AMI	1		1322.46	\$980.00	\$980
Mix 10	3 BR - 2 Bath	60% AMI	4		1171.42	\$1,214.00	\$4,856
Mix 11	3 BR - 2 Bath	60% AMI	2		1322.46	\$1,214.00	\$2,428
Mix 12							\$0
Mix 13							\$0
Mix 14							\$0

L. UNIT DETAILS

Mix 15									\$0
Mix 16									\$0
Mix 17									\$0
Mix 18									\$0
Mix 19									\$0
Mix 20									\$0
Mix 21									\$0
Mix 22									\$0
Mix 23									\$0
Mix 24									\$0
Mix 25									\$0
Mix 26									\$0
Mix 27									\$0
Mix 28									\$0
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Mix 66									\$0
Mix 67									\$0
Mix 68									\$0

L. UNIT DETAILS

Mix 69									\$0
Mix 70									\$0
Mix 71									\$0
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Mix 74									\$0
Mix 75									\$0
Mix 76									\$0
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Mix 89									\$0
Mix 90									\$0
Mix 91									\$0
Mix 92									\$0
Mix 93									\$0
Mix 94									\$0
Mix 95									\$0
Mix 96									\$0
Mix 97									\$0
Mix 98									\$0
Mix 99									\$0
Mix 100									\$0
TOTALS			49	8					\$45,074

Total	49	Net Rentable SF:	TC Units	44,179.81
Units			MKT Units	0.00
			Total NR SF:	44,179.81

Floor Space Fraction (to 7 decimals)	100.00000%
---	-------------------

M. OPERATING EXPENSES

Administrative:

Use Whole Numbers Only!

1. Advertising/Marketing			\$1,200
2. Office Salaries			\$0
3. Office Supplies			\$1,200
4. Office/Model Apartment	(type _____)		\$0
5. Management Fee			\$24,492
<u>4.79%</u> of EGI	<u>\$499.84</u>	Per Unit	
6. Manager Salaries			\$38,000
7. Staff Unit (s)	(type _____)		\$0
8. Legal			\$2,000
9. Auditing			\$4,800
10. Bookkeeping/Accounting Fees			\$0
11. Telephone & Answering Service			\$3,500
12. Tax Credit Monitoring Fee			\$1,750
13. Miscellaneous Administrative			\$0
Total Administrative			\$76,942

Utilities

14. Fuel Oil			\$0
15. Electricity			\$17,000
16. Water			\$20,000
17. Gas			\$0
18. Sewer			\$0
Total Utility			\$37,000

Operating:

19. Janitor/Cleaning Payroll			\$0
20. Janitor/Cleaning Supplies			\$300
21. Janitor/Cleaning Contract			\$5,500
22. Exterminating			\$2,800
23. Trash Removal			\$7,500
24. Security Payroll/Contract			\$4,500
25. Grounds Payroll			\$0
26. Grounds Supplies			\$250
27. Grounds Contract			\$4,200
28. Maintenance/Repairs Payroll			\$26,000
29. Repairs/Material			\$3,200
30. Repairs Contract			\$2,500
31. Elevator Maintenance/Contract			\$3,800
32. Heating/Cooling Repairs & Maintenance			\$2,000
33. Pool Maintenance/Contract/Staff			\$0
34. Snow Removal			\$300
35. Decorating/Payroll/Contract			\$2,800
36. Decorating Supplies			\$3,500
37. Miscellaneous			\$0
Totals Operating & Maintenance			\$69,150

M. OPERATING EXPENSES

Taxes & Insurance	
38. Real Estate Taxes	\$90,000
39. Payroll Taxes	\$4,200
40. Miscellaneous Taxes/Licenses/Permits	\$400
41. Property & Liability Insurance	\$14,000
42. Fidelity Bond	\$0
43. Workman's Compensation	\$450
44. Health Insurance & Employee Benefits	\$3,500
45. Other Insurance	\$300
Total Taxes & Insurance	\$112,850
Total Operating Expense	\$295,942

Total Operating Expenses Per Unit	<u>\$6,040</u>	C. Total Operating Expenses as % of EGI	<u>57.89%</u>
--	----------------	--	---------------

Replacement Reserves (Total # Units X \$300 or \$250 New Const. Elderly Minimum)	\$14,700
---	-----------------

Total Expenses	\$310,642
-----------------------	------------------

ACTION: Provide Documentation of Operating Budget at **Tab R** if applicable.

N. PROJECT SCHEDULE

ACTIVITY	ACTUAL OR ANTICIPATED DATE	NAME OF RESPONSIBLE PERSON
1. SITE		
a. Option/Contract	3/10/2022	Lee Alford
b. Site Acquisition	3/1/2023	Lee Alford
c. Zoning Approval	1/27/2021	Lee Alford
d. Site Plan Approval	6/1/2022	Lee Alford
2. Financing		
a. Construction Loan		
i. Loan Application	11/1/2022	Lee Alford
ii. Conditional Commitment		
iii. Firm Commitment	2/1/2023	Lee Alford
b. Permanent Loan - First Lien		
i. Loan Application	11/1/2022	Lee Alford
ii. Conditional Commitment		
iii. Firm Commitment	2/1/2023	Lee Alford
c. Permanent Loan-Second Lien		
i. Loan Application		
ii. Conditional Commitment		
iii. Firm Commitment		
d. Other Loans & Grants		
i. Type & Source, List		
ii. Application		
iii. Award/Commitment		
2. Formation of Owner	2/5/2021	Lee Alford
3. IRS Approval of Nonprofit Status	9/22/1988	N/A
4. Closing and Transfer of Property to Owner	2/1/2022	Lee Alford
5. Plans and Specifications, Working Drawings	3/1/2021	Lee Alford
6. Building Permit Issued by Local Government	11/1/2022	Lee Alford
7. Start Construction	1/1/2023	Lee Alford
8. Begin Lease-up	3/30/2024	Matt Scaparro
9. Complete Construction	3/30/2024	Lee Alford
10. Complete Lease-Up	10/1/2024	Matt Scaparro
11. Credit Placed in Service Date	12/1/2024	Lee Alford

O. PROJECT BUDGET - HARD COSTS

Cost/Basis/Maximum Allowable Credit

To select exclusion of allowable line items from Total Development Costs used in Cost limit calculations, select X in yellow box to the left.

Complete cost column and basis column(s) as appropriate

Note: Attorney must opine, among other things, as to correctness of the inclusion of each cost item in eligible basis, type of credit and numerical calculations included in Project Budget.

Item	(A) Cost	Amount of Cost up to 100% Includable in Eligible Basis--Use Applicable Column(s):		
		"30% Present Value Credit"		(D)
		(B) Acquisition	(C) Rehab/ New Construction	"70 % Present Value Credit"
Must Use Whole Numbers Only!				
1. Contractor Cost				
a. Unit Structures (New)	7,958,707	0	0	7,958,707
b. Unit Structures (Rehab)	0	0	0	0
c. Non Residential Structures	0	0	0	0
d. Commercial Space Costs	0	0	0	0
e. Structured Parking Garage	0	0	0	0
Total Structure	7,958,707	0	0	7,958,707
f. Earthwork	0	0	0	0
g. Site Utilities	0	0	0	0
h. Renewable Energy	0	0	0	0
i. Roads & Walks	0	0	0	0
j. Site Improvements	0	0	0	0
k. Lawns & Planting	0	0	0	0
l. Engineering	0	0	0	0
m. Off-Site Improvements	0	0	0	0
n. Site Environmental Mitigation	0	0	0	0
o. Demolition	0	0	0	0
p. Site Work	0	0	0	0
q. Other Site work	0	0	0	0
Total Land Improvements	0	0	0	0
Total Structure and Land	7,958,707	0	0	7,958,707
r. General Requirements	636,697	0	0	636,697
s. Builder's Overhead	238,761	0	0	238,761
(3.0% Contract)				
t. Builder's Profit	238,761	0	0	238,761
(3.0% Contract)				
u. Bonds	0	0	0	0
v. Building Permits	0	0	0	0
w. Special Construction	0	0	0	0
x. Special Equipment	0	0	0	0
y. Other 1: 	0	0	0	0
z. Other 2: 	0	0	0	0
aa. Other 3: 	0	0	0	0
Contractor Costs	\$9,072,926	\$0	\$0	\$9,072,926

O. PROJECT BUDGET - OWNER COSTS

To select exclusion of allowable line items from Total Development Costs used in Cost limit calculations, select X in yellow box to the left.

Item	(A) Cost	Amount of Cost up to 100% Includable in Eligible Basis--Use Applicable Column(s):		
		"30% Present Value Credit"		(D)
		(B) Acquisition	(C) Rehab/ New Construction	"70 % Present Value Credit"
2. Owner Costs				
a. Building Permit	80,000	0	0	80,000
b. Architecture/Engineering Design Fee \$5,714 /Unit)	280,000	0	0	280,000
c. Architecture Supervision Fee \$1,786 /Unit)	87,500	0	0	87,500
d. Tap Fees	463,344	0	0	463,344
e. Environmental	15,000	0	0	15,000
f. Soil Borings	10,000	0	0	10,000
g. Green Building (Earthcraft, LEED, etc.)	34,300	0	0	34,300
h. Appraisal	10,000	0	0	0
i. Market Study	10,000	0	0	10,000
j. Site Engineering / Survey	150,000	0	0	150,000
k. Construction/Development Mgt	0	0	0	0
l. Structural/Mechanical Study	0	0	0	0
m. Construction Loan Origination Fee	50,000	0	0	50,000
n. Construction Interest (0.0% for 0 months)	300,000	0	0	225,000
o. Taxes During Construction	50,000	0	0	50,000
p. Insurance During Construction	50,000	0	0	50,000
q. Permanent Loan Fee (0.0%)	60,000	0	0	0
r. Other Permanent Loan Fees	0	0	0	0
s. Letter of Credit	85,000	0	0	85,000
t. Cost Certification Fee	20,000	0	0	20,000
u. Accounting	0	0	0	0
v. Title and Recording	100,000	0	0	50,000
w. Legal Fees for Closing	125,000	0	0	62,500
x. Mortgage Banker	35,000	0	0	35,000
y. Tax Credit Fee	64,712			
z. Tenant Relocation	0	0	0	0
aa. Fixtures, Furnitures and Equipment	75,000	0	0	75,000
ab. Organization Costs	0	0	0	0
ac. Operating Reserve	238,976	0	0	0
ad. Contingency	453,646	0	0	453,646
ae. Security	0	0	0	0
af. Utilities	25,000	0	0	25,000

O. PROJECT BUDGET - OWNER COSTS

ag. Servicing Reserve	0			
(1) Other* specify: Soft cost contingency	50,000	0	0	35,000
(2) Other* specify: Road proffers	276,360	0	0	276,360
(3) Other* specify:	0	0	0	0
(4) Other* specify:	0	0	0	0
(5) Other* specify:	0	0	0	0
(6) Other* specify:	0	0	0	0
(7) Other* specify:	0	0	0	0
(8) Other* specify:	0	0	0	0
(9) Other* specify:	0	0	0	0
Owner Costs Subtotal (Sum 2A..2(10))	\$3,198,838	\$0	\$0	\$2,622,650
Subtotal 1 + 2 (Owner + Contractor Costs)	\$12,271,765	\$0	\$0	\$11,695,577
3. Developer's Fees Action: Provide Developer Fee Agreement (Tab A)	1,411,741	0	0	1,411,741
4. Owner's Acquisition Costs				
Land	0			
Existing Improvements	0	0		
Subtotal 4:	\$0	\$0		
5. Total Development Costs				
Subtotal 1+2+3+4:	\$13,683,506	\$0	\$0	\$13,107,318

If this application seeks rehab credits only, in which there is no acquisition and **no change in ownership**, enter the greater of appraised value or tax assessment value here:

(Provide documentation at **Tab E**)

\$0	Land
\$0	Building

Maximum Developer Fee:

\$1,411,741

Proposed Development's Cost per Sq Foot
Applicable Cost Limit by Square Foot:

\$212 **Meets Limits**
\$476

Proposed Development's Cost per Unit
Applicable Cost Limit per Unit:

\$279,255 **Meets Limits**
\$513,262

2022 Low-Income Housing Tax Credit Application For Reservation

P. ELIGIBLE BASIS CALCULATION

Item	Amount of Cost up to 100% Includable in Eligible Basis--Use Applicable Column(s):			
	(A) Cost	"30 % Present Value Credit"		(D) "70 % Present Value Credit"
		(B) Acquisition	(C) Rehab/ New Construction	
1. Total Development Costs	13,683,506	0	0	13,107,318

2. Reductions in Eligible Basis

a. Amount of federal grant(s) used to finance qualifying development costs	0	0	0
b. Amount of nonqualified, nonrecourse financing	0	0	0
c. Costs of nonqualifying units of higher quality (or excess portion thereof)	0	0	0
d. Historic Tax Credit (residential portion)	0	0	0

3. Total Eligible Basis (1 - 2 above)

0	0	13,107,318
---	---	------------

4. Adjustment(s) to Eligible Basis (For non-acquisition costs in eligible basis)

a. For QCT or DDA (Eligible Basis x 30%) <i>State Designated Basis Boosts:</i>	0	0
b. For Revitalization or Supportive Housing (Eligible Basis x 30%)	0	3,932,195
c. For Green Certification (Eligible Basis x 10%)		0
Total Adjusted Eligible basis	0	17,039,513

5. Applicable Fraction

100.00000%	100.00000%	100.00000%
------------	------------	------------

6. Total Qualified Basis (Eligible Basis x Applicable Fraction)

0	0	17,039,513
---	---	------------

7. Applicable Percentage

9.00%	9.00%	9.00%
-------	-------	-------

(Beginning in 2021, All Tax Exempt requests should use the standard 4% rate and all 9% requests should use the standard 9% rate.)

8. Maximum Allowable Credit under IRC §42 (Qualified Basis x Applicable Percentage)

\$0	\$0	\$1,533,556
-----	-----	-------------

(Must be same as BIN total and equal to or less than credit amount allowed)

\$1,533,556 Combined 30% & 70% P. V. Credit		
--	--	--

Q. SOURCES OF FUNDS

Action: Provide Documentation for all Funding Sources at **Tab T**

1. Construction Financing: List individually the sources of construction financing, including any such loans financed through grant sources:

Source of Funds	Date of Application	Date of Commitment	Amount of Funds	Name of Contact Person
1.				
2.				
3.				
Total Construction Funding:			\$0	

2. Permanent Financing: List individually the sources of all permanent financing in order of lien position:

Source of Funds	Date of Application	Date of Commitment	<i>(Whole Numbers only)</i>		Interest Rate of Loan	Amortization Period IN YEARS	Term of Loan (years)
			Amount of Funds	Annual Debt Service Cost			
1.							
2. VH Taxable			\$951,337	\$59,448	5.25%	35	35
3. DHCD HOME			\$900,000	\$9,000	1.00%	1000	20
4. DHCD NHTF			\$900,000	\$9,000	1.00%	1000	20
5. VH Reach			\$1,960,000	\$89,862	2.95%	35	35
6. Sponsor Loan			\$6,752		0.00%	35	35
7.							
8.							
9.							
10.							
Total Permanent Funding:			\$4,718,089	\$167,310			

3. Grants: List all grants provided for the development:

Source of Funds	Date of Application	Date of Commitment	Amount of Funds	Name of Contact Person
1. Altria			\$100,000	Julie Hovermale
2. Chesterfield CDBG			\$150,000	Dan Cohen
3.				
4.				
5.				
6.				
Total Permanent Grants:			\$250,000	

Q. SOURCES OF FUNDS

4. Subsidized Funding

	Source of Funds	Date of Commitment	Amount of Funds
1.	Land donation		\$725,700
2.	Altria		\$100,000
3.	Road Proffer Reduction		\$184,240
4.	DHCD HOME& NHTF		\$1,800,000
5.	Chesterfield CDBG		\$150,000
Total Subsidized Funding			\$2,959,940

5. Recap of Federal, State, and Local Funds

Portions of the sources of funds described above for the development are financed directly or indirectly with Federal, State, or Local Government Funds..... **FALSE**

If above is **True**, then list the amount of money involved by all appropriate types.

Below-Market Loans

a.	Tax Exempt Bonds	\$0
b.	RD 515	\$0
c.	Section 221(d)(3)	\$0
d.	Section 312	\$0
e.	Section 236	\$0
f.	VHDA SPARC/REACH	\$1,960,000
g.	HOME Funds	\$0
h.	Other:	\$0
i.	Other:	\$0

Market-Rate Loans

a.	Taxable Bonds	\$951,337
b.	Section 220	\$0
c.	Section 221(d)(3)	\$0
d.	Section 221(d)(4)	\$0
e.	Section 236	\$0
f.	Section 223(f)	\$0
g.	Other:	\$0

Grants*

a.	CDBG	\$0
b.	UDAG	\$0

Grants

c.	State	
d.	Local	\$150,000
e.	Other:	

*This means grants to the partnership. If you received a loan financed by a locality which received one of the listed grants, please list it in the appropriate loan column as "other" and describe the applicable grant program which funded it.

Q. SOURCES OF FUNDS

6. For Transactions Using Tax-Exempt Bonds Seeking 4% Credits:

For purposes of the 50% Test, and based only on the data entered to this application, the portion of the aggregate basis of buildings and land financed with tax-exempt funds is: N/A

7. Some of the development's financing has credit enhancements..... FALSE
If **True**, list which financing and describe the credit enhancement:

8. Other Subsidies **Action:** Provide documentation (**Tab Q**)

a. FALSE Real Estate Tax Abatement on the increase in the value of the development.

b. FALSE **New** project based subsidy from HUD or Rural Development for the greater of 5 or 10% of the units in the development.

c. TRUE Other Chesterfield Community Services Board

9. A HUD approval for transfer of physical asset is required..... FALSE

R. EQUITY

1. Equity

a. Portion of Syndication Proceeds Attributable to Historic Tax Credit

Amount of Federal historic credits	\$0	x Equity \$	\$0.000	=	\$0
Amount of Virginia historic credits	\$0	x Equity \$	\$0.000	=	\$0

b. Equity that Sponsor will Fund:

i. Cash Investment	\$0	
ii. Contributed Land/Building	\$0	
iii. Deferred Developer Fee	\$705,870	(Note: Deferred Developer Fee cannot be negative.)
iv. Other:		

ACTION: If Deferred Developer Fee is greater than 50% of overall Developer Fee, provide a cash flow statement showing payoff within 15 years at **TAB A**.

Equity Total \$705,870

2. Equity Gap Calculation

a. Total Development Cost	\$13,683,506
b. Total of Permanent Funding, Grants and Equity	- \$5,673,959
c. Equity Gap	\$8,009,547
d. Developer Equity	- \$799
e. Equity gap to be funded with low-income tax credit proceeds	\$8,008,748

3. Syndication Information (If Applicable)

a. Actual or Anticipated Name of Syndicator: _____

Contact Person: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

b. Syndication Equity

i. Anticipated Annual Credits	\$910,176.00
ii. Equity Dollars Per Credit (e.g., \$0.85 per dollar of credit)	\$0.880
iii. Percent of ownership entity (e.g., 99% or 99.9%)	99.99000%
iv. Syndication costs not included in Total Development Costs (e.g., advisory fees)	\$0
v. Net credit amount anticipated by user of credits	\$910,085
vi. Total to be paid by anticipated users of credit (e.g., limited partners)	\$8,008,748

c. Syndication: Select?

d. Investors: Select?

4. Net Syndication Amount

Which will be used to pay for Total Development Costs \$8,008,748

5. Net Equity Factor

Must be equal to or greater than 85% 88.0000017018%

S. DETERMINATION OF RESERVATION AMOUNT NEEDED

The following calculation of the amount of credits needed is substantially the same as the calculation which will be made by Virginia Housing to determine, as required by the IRC, the amount of credits which may be allocated for the development. However, Virginia Housing at all times retains the right to substitute such information and assumptions as are determined by Virginia Housing to be reasonable for the information and assumptions provided herein as to costs (including development fees, profits, etc.), sources for funding, expected equity, etc. Accordingly, if the development is selected by Virginia Housing for a reservation of credits, the amount of such reservation may differ significantly from the amount you compute below.

1. Total Development Costs		<u>\$13,683,506</u>
2. Less Total of Permanent Funding, Grants and Equity	-	<u>\$5,673,959</u>
3. Equals Equity Gap		<u>\$8,009,547</u>
4. Divided by Net Equity Factor (Percent of 10-year credit expected to be raised as equity investment)		<u>88.0000017018%</u>
5. Equals Ten-Year Credit Amount Needed to Fund Gap		<u>\$9,101,757</u>
Divided by ten years		<u>10</u>
6. Equals Annual Tax Credit Required to Fund the Equity Gap		<u>\$910,176</u>
7. Maximum Allowable Credit Amount (from Eligible Basis Calculation)		<u>\$1,533,556</u>
8. Requested Credit Amount	For 30% PV Credit:	<u>\$0</u>
	For 70% PV Credit:	<u>\$910,176</u>
Credit per LI Units	<u>\$18,575.0204</u>	
Credit per LI Bedroom	<u>\$8,751.6923</u>	
	Combined 30% & 70% PV Credit Requested	\$910,176

9. **Action:** Provide Attorney’s Opinion (**Mandatory Tab H**)

T. CASH FLOW

1. Revenue

Indicate the estimated monthly income for the **Low-Income Units** (based on Unit Details tab):

Total Monthly Rental Income for LIHTC Units		\$45,074
Plus Other Income Source (list):	Miscellaneous fees	\$735
Equals Total Monthly Income:		\$45,809
Twelve Months		x12
Equals Annual Gross Potential Income		\$549,708
Less Vacancy Allowance	7.0%	\$38,480
Equals Annual Effective Gross Income (EGI) - Low Income Units		\$511,228

2. Indicate the estimated monthly income for the **Market Rate Units** (based on Unit Details tab):

Total Monthly Income for Market Rate Units:		\$0
Plus Other Income Source (list):		\$0
Equals Total Monthly Income:		\$0
Twelve Months		x12
Equals Annual Gross Potential Income		\$0
Less Vacancy Allowance	0.0%	\$0
Equals Annual Effective Gross Income (EGI) - Market Rate Units		\$0

Action: Provide documentation in support of Operating Budget (**IAB R**)

3. Cash Flow (First Year)

a. Annual EGI Low-Income Units	\$511,228
b. Annual EGI Market Units	\$0
c. Total Effective Gross Income	\$511,228
d. Total Expenses	\$310,642
e. Net Operating Income	\$200,586
f. Total Annual Debt Service	\$167,310
g. Cash Flow Available for Distribution	\$33,276

T. CASH FLOW

4. Projections for Financial Feasibility - 15 Year Projections of Cash Flow

	Stabilized Year 1	Year 2	Year 3	Year 4	Year 5
Eff. Gross Income	511,228	521,453	531,882	542,520	553,370
Less Oper. Expenses	310,642	319,961	329,560	339,447	349,630
Net Income	200,586	201,492	202,322	203,073	203,740
Less Debt Service	167,310	167,310	167,310	167,310	167,310
Cash Flow	33,276	34,182	35,012	35,763	36,430
Debt Coverage Ratio	1.20	1.20	1.21	1.21	1.22

	Year 6	Year 7	Year 8	Year 9	Year 10
Eff. Gross Income	564,438	575,726	587,241	598,986	610,965
Less Oper. Expenses	360,119	370,923	382,050	393,512	405,317
Net Income	204,318	204,803	205,190	205,474	205,648
Less Debt Service	167,310	167,310	167,310	167,310	167,310
Cash Flow	37,008	37,493	37,880	38,164	38,338
Debt Coverage Ratio	1.22	1.22	1.23	1.23	1.23

	Year 11	Year 12	Year 13	Year 14	Year 15
Eff. Gross Income	623,185	635,648	648,361	661,328	674,555
Less Oper. Expenses	417,477	430,001	442,901	456,188	469,874
Net Income	205,708	205,647	205,460	205,140	204,681
Less Debt Service	167,310	167,310	167,310	167,310	167,310
Cash Flow	38,398	38,337	38,150	37,830	37,371
Debt Coverage Ratio	1.23	1.23	1.23	1.23	1.22

Estimated Annual Percentage Increase in Revenue 2.00% (Must be \leq 2%)
 Estimated Annual Percentage Increase in Expenses 3.00% (Must be \geq 3%)

U. Building-by-Building Information

Must Complete

Qualified basis must be determined on a building-by building basis. Complete the section below. Building street addresses are required by the IRS (must have them by the time of allocation request).

Number of BINS: 1

FOR YOUR CONVENIENCE, COPY AND PASTE IS ALLOWED WITHIN BUILDING GRID

Bldg #	BIN if known	NUMBER OF		Please help us with the process: DO NOT use the CUT feature DO NOT SKIP LINES BETWEEN BUILDINGS					30% Present Value Credit for Acquisition				30% Present Value Credit for Rehab / New Construction				70% Present Value Credit			
		TAX CREDIT UNITS	MARKET RATE UNITS						Estimate Qualified Basis	Actual or Anticipated In-Service Date	Applicable Percentage	Credit Amount	Estimate Qualified Basis	Actual or Anticipated In-Service Date	Applicable Percentage	Credit Amount	Estimate Qualified Basis	Actual or Anticipated In-Service Date	Applicable Percentage	Credit Amount
		Street Address 1	Street Address 2	City	State	Zip														
1.	49			3901 Stigali Way		Chesterfield	VA	23112				\$0				\$0	\$17,039,513	06/01/23	9.00%	\$1,533,556
2.												\$0				\$0				\$0
3.												\$0				\$0				\$0
4.												\$0				\$0				\$0
5.												\$0				\$0				\$0
6.												\$0				\$0				\$0
7.												\$0				\$0				\$0
8.												\$0				\$0				\$0
9.												\$0				\$0				\$0
10.												\$0				\$0				\$0
11.												\$0				\$0				\$0
12.												\$0				\$0				\$0
13.												\$0				\$0				\$0
14.												\$0				\$0				\$0
15.												\$0				\$0				\$0
16.												\$0				\$0				\$0
17.												\$0				\$0				\$0
18.												\$0				\$0				\$0
19.												\$0				\$0				\$0
20.												\$0				\$0				\$0
21.												\$0				\$0				\$0
22.												\$0				\$0				\$0
23.												\$0				\$0				\$0
24.												\$0				\$0				\$0
25.												\$0				\$0				\$0
26.												\$0				\$0				\$0
27.												\$0				\$0				\$0
28.												\$0				\$0				\$0
29.												\$0				\$0				\$0
30.												\$0				\$0				\$0
31.												\$0				\$0				\$0
32.												\$0				\$0				\$0
33.												\$0				\$0				\$0
34.												\$0				\$0				\$0
35.												\$0				\$0				\$0

49 0 If development has more than 35 buildings, contact Virginia Housing.

Totals from all buildings

\$0

\$0

\$0

\$0

\$17,039,513

\$1,533,556

Number of BINS: 1

V. STATEMENT OF OWNER

The undersigned hereby acknowledges the following:

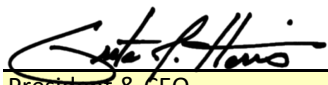
1. that, to the best of its knowledge and belief, all factual information provided herein or in connection herewith is true and correct, and all estimates are reasonable.
2. that it will at all times indemnify and hold harmless Virginia Housing and its assigns against all losses, costs, damages, Virginia Housing's expenses, and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to Virginia Housing's acceptance, consideration, approval, or disapproval of this reservation request and the issuance or nonissuance of an allocation of credits, grants and/or loan funds in connection herewith.
3. that points will be assigned only for representations made herein for which satisfactory documentation is submitted herewith and that no revised representations may be made in connection with this application once the deadline for applications has passed.
4. that this application form, provided by Virginia Housing to applicants for tax credits, including all sections herein relative to basis, credit calculations, and determination of the amount of the credit necessary to make the development financially feasible, is provided only for the convenience of Virginia Housing in reviewing reservation requests; that completion hereof in no way guarantees eligibility for the credits or ensures that the amount of credits applied for has been computed in accordance with IRC requirements; and that any notations herein describing IRC requirements are offered only as general guides and not as legal authority.
5. that the undersigned is responsible for ensuring that the proposed development will be comprised of qualified low-income buildings and that it will in all respects satisfy all applicable requirements of federal tax law and any other requirements imposed upon it by Virginia Housing prior to allocation, should one be issued.
6. that the undersigned commits to providing first preference to members of targeted populations having state rental assistance and will not impose any eligibility requirements or lease terms terms for such individuals that are more restrictive than its standard requirements and terms, the terms of the MOU establishing the target population, or the eligibility requirements for the state rental assistance.
7. that, for the purposes of reviewing this application, Virginia Housing is entitled to rely upon representations of the undersigned as to the inclusion of costs in eligible basis and as to all of the figures and calculations relative to the determination of qualified basis for the development as a whole and/or each building therein individually as well as the amounts and types of credit applicable thereof, but that the issuance of a reservation based on such representation in no way warrants their correctness or compliance with IRC requirements.
8. that Virginia Housing may request or require changes in the information submitted herewith, may substitute its own figures which it deems reasonable for any or all figures provided herein by the undersigned and may reserve credits, if any, in an amount significantly different from the amount requested.
9. that reservations of credits are not transferable without prior written approval by Virginia Housing at its sole discretion.

V. STATEMENT OF OWNER

- 10. that the requirements for applying for the credits and the terms of any reservation or allocation thereof are subject to change at any time by federal or state law, federal, state or Virginia Housing regulations, or other binding authority.
- 11. that reservations may be made subject to certain conditions to be satisfied prior to allocation and shall in all cases be contingent upon the receipt of a nonrefundable application fee of \$1000 and a nonrefundable reservation fee equal to 7% of the annual credit amount reserved.
- 12. that a true, exact, and complete copy of this application, including all the supporting documentation enclosed herewith, has been provided to the tax attorney who has provided the required attorney's opinion accompanying this submission.
- 13. that the undersigned has provided a complete list of all residential real estate developments in which the general partner(s) has (have) or had a controlling ownership interest and, in the case of those projects allocated credits under Section 42 of the IRC, complete information on the status of compliance with Section 42 and an explanation of any noncompliance. The undersigned hereby authorizes the Housing Credit Agencies of states in which these projects are located to share compliance information with the Authority.
- 14. that any principal of undersigned has not participated in a planned foreclosure or Qualified Contract request in Virginia after January 1, 2019.
- 15. that undersigned agrees to provide disclosure to all tenants of the availability of Renter Education provided by Virginia Housing.
- 16. that undersigned waives the right to pursue a Qualified Contract on this development.
- 17. that the information in this application may be disseminated to others for purposes of verification or other purposes consistent with the Virginia Freedom of Information Act. However, all information will be maintained, used or disseminated in accordance with the Government Data Collection and Dissemination Practices Act. The undersigned may refuse to supply the information requested, however, such refusal will result in Virginia Housing's inability to process the application. The original or copy of this application may be retained by Virginia Housing, even if tax credits are not allocated to the undersigned.

In Witness Whereof, the undersigned, being authorized, has caused this document to be executed in its name on the date of this application set forth in DEV Info tab hereof.

Legal Name of Owner: Horner Apartments LLC
By: PAD XXIV LLC, its Sole Member
By: Better Housing Coalition, its Sole Member

By: 
 Its: President & CEO
 (Title)

V. STATEMENT OF ARCHITECT

The architect signing this document is certifying that the development plans and specifications incorporate all Virginia Housing Minimum Design and Construction Requirements (MDCR), selected LIHTC enhancements and amenities, applicable building codes and accessibility requirements.

In Witness Whereof, the undersigned, being authorized, has caused this document to be executed in its name on the date of this application set forth in DEV Info tab hereof.

Legal Name of Architect:	Megan M. Shope
Virginia License#:	0401012111
Architecture Firm or Company:	Edward H. Winks- James D. Snowa Architects, PC.

By: 

Its: Principal
(Title)

Initials by Architect are also required on the following Tabs: Enhancement, Special Housing Needs and Unit Details.

W.

LIHTC SELF SCORE SHEET

Self Scoring Process

This Self Scoring Process is intended to provide you with an estimate of your application's score based on the information included within the reservation application. Other items, denoted below in the yellow shaded cells, are typically evaluated by Virginia Housing's staff during the application review and feasibility process. For purposes of self scoring, we have made certain assumptions about your application. Edit the appropriate responses (Y or N) in the yellow shaded cells, if applicable. Items 5f and 5g require a numeric value to be entered.

Please remember that this score is only an estimate. Virginia Housing reserves the right to change application data and/or score sheet responses where appropriate, which may change the final score.

MANDATORY ITEMS:

	Included		Score
a. Signed, completed application with attached tabs in PDF format	Y	Y or N	0
b. Active Excel copy of application	Y	Y or N	0
c. Partnership agreement	Y	Y or N	0
d. SCC Certification	Y	Y or N	0
e. Previous participation form	Y	Y or N	0
f. Site control document	Y	Y or N	0
g. RESNET Certification	Y	Y or N	0
h. Attorney's opinion	Y	Y or N	0
i. Nonprofit questionnaire (if applicable)	Y	Y, N, N/A	0
j. Appraisal	Y	Y or N	0
k. Zoning document	Y	Y or N	0
l. Universal Design Plans	Y	Y or N	0
m. List of LIHTC Developments (Schedule A)	Y	Y or N	0
Total:			0.00

1. READINESS:

a. Virginia Housing notification letter to CEO (via Locality Notification Information App)	Y	0 or -50	0.00
b. Local CEO Opposition Letter	N	0 or -25	0.00
c. Plan of development < no points offered in Cycle 2022 >	N/A	0 pts for 2022	0.00
d. Location in a revitalization area based on Qualified Census Tract	N	0 or 10	0.00
e. Location in a revitalization area with resolution	Y	0 or 15	15.00
f. Location in a Opportunity Zone	N	0 or 15	0.00
Total:			15.00

2. HOUSING NEEDS CHARACTERISTICS:

a. Sec 8 or PHA waiting list preference	Y	0 or up to 5	5.00
b. Existing RD, HUD Section 8 or 236 program	N	0 or 20	0.00
c. Subsidized funding commitments	21.63%	Up to 40	40.00
d. Tax abatement on increase of property's value	N	0 or 5	0.00
e. New project based rental subsidy (HUD or RD)	N	0 or 10	0.00
f. Census tract with <12% poverty rate	3%	0, 20, 25 or 30	30.00
g. Development provided priority letter from Rural Development	N	0 or 15	0.00
h. Dev. located in area with increasing rent burdened population	Y	Up to 20	20.00
Total:			95.00

3. DEVELOPMENT CHARACTERISTICS:

a. Enhancements (See calculations below)			70.00
b. Project subsidies/HUD 504 accessibility for 5 or 10% of units	Y	0 or 50	50.00
or c. HUD 504 accessibility for 10% of units	N	0 or 20	0.00
d. Proximity to public transportation (within Northern VA or Tidewater)	N	0, 10 or 20	0.00
e. Development will be Green Certified	Y	0 or 10	10.00
f. Units constructed to meet Virginia Housing's Universal Design standards	41%	Up to 15	6.12
g. Developments with less than 100 low income units	Y	up to 20	20.00
h. Historic Structure eligible for Historic Rehab Credits	N	0 or 5	0.00
Total:			<u>156.12</u>

4. TENANT POPULATION CHARACTERISTICS:

Locality AMI	State AMI
\$90,000	\$59,700

a. Less than or equal to 20% of units having 1 or less bedrooms	Y	0 or 15	15.00
b. <plus> Percent of Low Income units with 3 or more bedrooms	24.49%	Up to 15	15.00
c. Units with rent and income at or below 30% of AMI and are not subsidized (up to 10% of LI units)	0.00%	Up to 10	0.00
d. Units with rents at or below 40% of AMI (up to 10% of LI units)	16.33%	Up to 10	10.00
e. Units with rent and income at or below 50% of AMI	51.02%	Up to 50	50.00
f. Units with rents at or below 50% rented to tenants at or below 60% of AMI	51.02%	Up to 25	0.00
or g. Units in LI Jurisdictions with rents <= 50% rented to tenants with <= 60% of AMI	51.02%	Up to 50	0.00
Total:			<u>90.00</u>

5. SPONSOR CHARACTERISTICS:

a. Developer experience (Subdivision 5a - options a,b or c)	Y	0, 10 or 25	25.00
b. Experienced Sponsor - 1 development in Virginia	N	0 or 5	0.00
c. Experienced Sponsor - 3 developments in any state	N	0 or 15	0.00
d. Developer experience - life threatening hazard	N	0 or -50	0.00
e. Developer experience - noncompliance	N	0 or -15	0.00
f. Developer experience - did not build as represented (per occurrence)	0	0 or -2x	0.00
g. Developer experience - failure to provide minimum building requirements (per occurrence)	0	0 or -50 per item	0.00
h. Developer experience - termination of credits by Virginia Housing	N	0 or -10	0.00
i. Developer experience - exceeds cost limits at certification	N	0 or -50	0.00
j. Socially Disadvantaged Principal owner 25% or greater	N	0 or 5	0.00
k. Management company rated unsatisfactory	N	0 or -25	0.00
l. Experienced Sponsor partnering with Local Housing Authority pool applicant	N	0 or 5	0.00
Total:			<u>25.00</u>

6. EFFICIENT USE OF RESOURCES:

a. Credit per unit		Up to 200	135.50
b. Cost per unit		Up to 100	100.00
Total:			<u>235.50</u>

7. BONUS POINTS:

a. Extended compliance	0 Years	40 or 50	0.00
or b. Nonprofit or LHA purchase option	Y	0 or 60	60.00
or c. Nonprofit or LHA Home Ownership option	N	0 or 5	0.00
d. Combined 9% and 4% Tax Exempt Bond Site Plan	N	Up to 30	0.00
e. RAD or PHA Conversion participation and competing in Local Housing Authority pool	N	0 or 10	0.00
f. Team member with Diversity, Equity and Inclusion Designation	N	0 or 5	0.00
g. Commitment to electronic payment of fees	Y	0 or 5	5.00
Total:			<u>65.00</u>

400 Point Threshold - all 9% Tax Credits
 300 Point Threshold - Tax Exempt Bonds

TOTAL SCORE: 681.62

Enhancements:

All units have:	Max Pts	Score
a. Community Room	5	5.00
b. Exterior walls constructed with brick and other low maintenance materials	40	26.00
c. Sub metered water expense	5	5.00
d. Watersense labeled faucets, toilets and showerheads	3	0.00
e. Rehab only: Infrastructure for high speed internet/broadband	1	0.00
f. N/A for 2022	0	0.00
g. Each unit provided free individual high speed internet access	10	0.00
h. Each unit provided free individual WiFi	12	12.00
i. Bath Fan - Delayed timer or continuous exhaust	3	3.00
j. Baths equipped with humidistat	3	0.00
k. Cooking Surfaces equipped with fire prevention features	4	4.00
l. Cooking surfaces equipped with fire suppression features	2	0.00
m. Rehab only: dedicated space to accept permanent dehumidification system	2	0.00
n. Provides Permanently installed dehumidification system	5	5.00
o. All interior doors within units are solid core	3	3.00
p. USB in kitchen, living room and all bedrooms	1	1.00
q. LED Kitchen Light Fixtures	2	2.00
r. N/A for 2022	0	0.00
s. New Construction: Balcony or patio	4	4.00
		<u>70.00</u>
All elderly units have:		
t. Front-control ranges	1	0.00
u. Independent/suppl. heat source	1	0.00
v. Two eye viewers	1	0.00
w. Shelf or Ledge at entrance within interior hallway	2	0.00
		<u>0.00</u>
Total amenities:		<u>70.00</u>

X.

Development Summary

Summary Information

2022 Low-Income Housing Tax Credit Application For Reservation

Deal Name:	Horner
-------------------	---------------

Cycle Type: 9% Tax Credits	Requested Credit Amount: \$910,176	
Allocation Type: New Construction	Jurisdiction: Chesterfield County	
Total Units: 49	Population Target: General	
Total LI Units: 49		
Project Gross Sq Ft: 64,402.95	Owner Contact: Lee	Alford
Green Certified? TRUE		

Total Score
681.62

Source of Funds	Amount	Per Unit	Per Sq Ft	Annual Debt Service
Permanent Financing	\$4,718,089	\$96,288	\$73	\$167,310
Grants	\$250,000	\$5,102		
Subsidized Funding	\$2,959,940	\$60,407		

Uses of Funds - Actual Costs				
Type of Uses	Amount	Per Unit	Sq Ft	% of TDC
Improvements	\$7,958,707	\$162,423	\$124	58.16%
General Req/Overhead/Profit	\$1,114,219	\$22,739	\$17	8.14%
Other Contract Costs	\$0	\$0	\$0	0.00%
Owner Costs	\$3,198,838	\$65,282	\$50	23.38%
Acquisition	\$0	\$0	\$0	0.00%
Developer Fee	\$1,411,741	\$28,811	\$22	10.32%
Total Uses	\$13,683,506	\$279,255		

Total Development Costs	
Total Improvements	\$12,271,765
Land Acquisition	\$0
Developer Fee	\$1,411,741
Total Development Costs	\$13,683,506

Proposed Cost Limit/Sq Ft:	\$212
Applicable Cost Limit/Sq Ft:	\$476
Proposed Cost Limit/Unit:	\$279,255
Applicable Cost Limit/Unit:	\$513,262

Income		
Gross Potential Income - LI Units	\$549,708	
Gross Potential Income - Mkt Units	\$0	
Subtotal	\$549,708	
Less Vacancy %	7.00%	\$38,480
Effective Gross Income		\$511,228

Unit Breakdown	
Supp Hsg	0
# of Eff	0
# of 1BR	6
# of 2BR	31
# of 3BR	12
# of 4+ BR	0
Total Units	49

Rental Assistance? TRUE

Expenses		
Category	Total	Per Unit
Administrative	\$76,942	\$1,570
Utilities	\$37,000	\$755
Operating & Maintenance	\$69,150	\$1,411
Taxes & Insurance	\$112,850	\$2,303
Total Operating Expenses	\$295,942	\$6,040
Replacement Reserves	\$14,700	\$300
Total Expenses	\$310,642	\$6,340

	Income Levels	Rent Levels
	# of Units	# of Units
<=30% AMI	0	0
40% AMI	8	8
50% AMI	17	17
60% AMI	24	24
>60% AMI	0	0
Market	0	0

Cash Flow	
EGI	\$511,228
Total Expenses	\$310,642
Net Income	\$200,586
Debt Service	\$167,310
Debt Coverage Ratio (YR1):	1.20

Income Averaging? FALSE

Extended Use Restriction? 30

i. Efficient Use of Resources

Credit Points for 9% Credits:

* 4% Credit applications will be calculated using the E-U-R TE Bond Tab

If the Combined Max Allowable Credits is \$500,000 and the annual credit requested is \$200,000, you are providing a 60% savings for the program. This deal would receive all 200 credit points.

For another example, the annual credit requested is \$300,000 or a 40% savings for the program. Using a sliding scale, the credit points would be calculated by the difference between your savings and the desired 60% savings. Your savings divided by the goal of 60% times the max points of 200. In this example, $(40\%/60\%) \times 200$ or 133.33 points.

Combined Max	\$1,533,556
Credit Requested	\$910,176
% of Savings	40.65%
Sliding Scale Points	135.5

4% Deals EUR Points
0.00

Cost Points:

If the Applicable Cost by Square foot is \$238 and the deal’s Proposed Cost by Square Foot was \$119, you are saving 50% of the applicable cost. This deal would receive all 100 cost points.

For another example, the Applicable Cost by SqFt is \$238 and the deal’s Proposed Cost is \$153.04 or a savings of 35.70%. Using a sliding scale, your points would be calculated by the difference between your savings and the desired 50% savings. Your savings divided by the goal of 50% times the max points 100. In this example, $(35.7\%/50\%) \times 100$ or 71.40 points.

Total Costs Less Acquisition	\$13,683,506
Total Square Feet	64,402.95
Proposed Cost per SqFt	\$212.47
Applicable Cost Limit per Sq Ft	\$476.00
% of Savings	55.36%
Total Units	49
Proposed Cost per Unit	\$279,255
Applicable Cost Limit per Unit	\$513,262
% of Savings	45.59%
Max % of Savings	55.36%
Sliding Scale Points	100.00

\$/SF = **\$212.69** Credits/SF = **14.912601** Const \$/unit = **\$185,161.76**

TYPE OF PROJECT: GENERAL = 11000; ELDERLY = 12000
 LOCATION: Inner-NVA=100; Outer-NV=200; NWNC=300; Rich=400; Tid=500; Balance=600
 TYPE OF CONSTRUCTION: N L=1; AUP 1=2; KLEHAB(35,000)=3; KLEHAB*(10,000-35,000)=4

11000
400
1

400
1

*REHABS LOCATED IN BELTWAY (\$10,000-\$50,000) See Below

	GENERAL		Elderly				
	Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
AVG UNIT SIZE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NUMBER OF UNITS	0	0	0	0	0	0	0
PARAMETER-(CREDITS=>35,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS<35,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS=>50,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS<50,000)	0	0	0	0	0	0	0
CREDIT PARAMETER	0	0	0	0	0	0	0
PROJECT CREDIT PER UNIT	0	0	0	0	0	0	0
CREDIT PER UNIT POINTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	GENERAL							
	EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
AVG UNIT SIZE	0.00	902.40	1,188.10	1,565.71	0.00	0.00	0.00	0.00
NUMBER OF UNITS	0	6	31	12	0	0	0	0
PARAMETER-(CREDITS=>35,000)	0	18,696	23,940	27,018	0	0	0	0
PARAMETER-(CREDITS<35,000)	0	0	0	0	0	0	0	0
PARAMETER-(CREDITS=>50,000)	0	18,696	23,940	27,018	0	0	0	0
PARAMETER-(CREDITS<50,000)	0	0	0	0	0	0	0	0
CREDIT PARAMETER	0	18,696	23,940	27,018	0	0	0	0
PROJECT CREDIT PER UNIT	0	13,457	17,718	23,349	0	0	0	0
CREDIT PER UNIT POINTS	0.00	6.86	32.89	6.65	0.00	0.00	0.00	0.00

TOTAL CREDIT PER UNIT POINTS **0.00**

This calculation of Credit per Unit points applies to 4% Tax Exempt deals only

Credit Parameters - Elderly

	Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
Standard Credit Parameter - low rise	0	0	0	0	0	0	0
Parameter Adjustment - mid rise	0	0	0	0	0	0	0
Parameter Adjustment - high rise	0	0	0	0	0	0	0
Adjusted Credit Parameter	0	0	0	0	0	0	0

Credit Parameters - General

	EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
Standard Credit Parameter - low rise	0	18,696	23,940	27,018	0	0	0	0
Parameter Adjustment - mid rise	0	0	0	0	0	0	0	0
Parameter Adjustment - high rise	0	0	0	0	0	0	0	0
Adjusted Credit Parameter	0	18,696	23,940	27,018	0	0	0	0

Northern Virginia Beltway (Rehab costs \$10,000-\$50,000)

Credit Parameters - Elderly

	Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
Standard Credit Parameter - low rise	0	0	0	0	0	0	0
Parameter Adjustment - mid rise	0	0	0	0	0	0	0
Parameter Adjustment - high rise	0	0	0	0	0	0	0
Adjusted Cost Parameter	0	0	0	0	0	0	0

Credit Parameters - General

	EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
Standard Credit Parameter - low rise	0	18,696	23,940	27,018	0	0	0	0
Parameter Adjustment - mid rise	0	0	0	0	0	0	0	0
Parameter Adjustment - high rise	0	0	0	0	0	0	0	0
Adjusted Cost Parameter	0	18,696	23,940	27,018	0	0	0	0

Tab A:

Partnership or Operating Agreement, including chart of ownership structure with percentage of interests and Developer Fee Agreement (MANDATORY)

**OPERATING AGREEMENT
OF
HORNER APARTMENTS LLC
PURSUANT TO VIRGINIA CODE § 13.1-1023 (2)**

This Operating Agreement is made and entered into by PAD XXIV LLC, a Virginia limited liability company (the “Member”), the sole member of Horner Apartments LLC, a Virginia limited liability company (the “Company”), pursuant to Section 13.1-1023 of the Code of Virginia (1950), as amended.

1. Purpose of Company. The Company is formed for the purpose of acquiring certain real estate in Chesterfield County, Virginia, and developing and operating thereon affordable housing apartments and amenities, using a combination of debt and equity derived from federal low income housing tax credits (the “Project”), to do all acts necessary or incidental to the accomplishment of that purpose and to engage such engineers, architects, contractors and other persons to accomplish such purpose. In particular, the Company is authorized to prepare and file an application for reservation of low income housing tax credits with the Virginia Housing Development Authority and to enter into such other agreements as may be required for the purposes set forth above.

2. Management. The Company shall be member-managed by a Manager or Managers. Except as expressly provided otherwise in the Virginia Limited Liability Company Act, Sections 13.1-1000, et seq. of the Code of Virginia, as amended (hereinafter, the “Act”) the Articles or this Operating Agreement, the Manager or Managers shall (i) exercise complete and exclusive control of the management of the Company’s business and affairs and (ii) have the right, power, and authority on behalf of the Company, and in its name, to exercise all of the rights, powers, and authorities of the Company under the Act. The Manager shall discharge its duties in accordance with the standards of conduct set forth in section 13.1-1024.1 of the Act.

3. Initial Manager. The initial Manager of the Company shall be PAD XXIV LLC, which is also the sole member of the Company.

4. Indemnification. The Company shall indemnify any Manager against any and all claims or demands whatsoever. The foregoing rights of indemnification shall not be exclusive of any other rights to which the Manager may be entitled. The Manager may take such action as is necessary to carry out these indemnification provisions and may adopt, approve and amend from time to time such resolutions or contracts implementing such provisions or such further indemnification arrangements as may be permitted by law.

5. Liability of Manager. So long as the Manager acts in good faith and exercises good faith business judgment in determining the best interests of the Company, the Manager shall not be liable or accountable to the Company or to any of the Members, in damages or otherwise, for any error of judgment, for any mistake of fact or of law, or for any other act or thing that it may do or refrain from doing in connection with the business and affairs of the Company with respect to the conduct of

the business and affairs of the Company.

6. **Admission of Members.** The Company may admit new Members upon such terms and conditions as may be agreeable to the Member/Manager.

7. **Purchase Option and Right of First Refusal.** The Company is expressly authorized to enter into a nonprofit purchase option and right of first refusal with Better Housing Coalition or other qualified nonprofit organization, which purchase option shall satisfy the requirements of Section 42 of the Internal Revenue Code of 1986, as amended.


8. **Compliance with VHDA Rules and Regulations.** Notwithstanding any other provisions of this Agreement, this Company and its Members shall be subject to regulation and supervision by the Virginia Housing Development Authority (the "Authority") in accordance with the Virginia Housing Development Authority Act, the Rules and Regulations of the Authority and any Deed of Trust assumed or to be assumed or executed or to be executed by this Company for the benefit of the Authority and shall be further subject to the exercise by the Authority of the rights and powers conferred on the Authority thereby. Notwithstanding any other provision of this Agreement, the Authority may rely upon the continuing effect of this provision that shall not be amended, altered, waived, supplemented or otherwise changed without the prior written consent of the Authority.

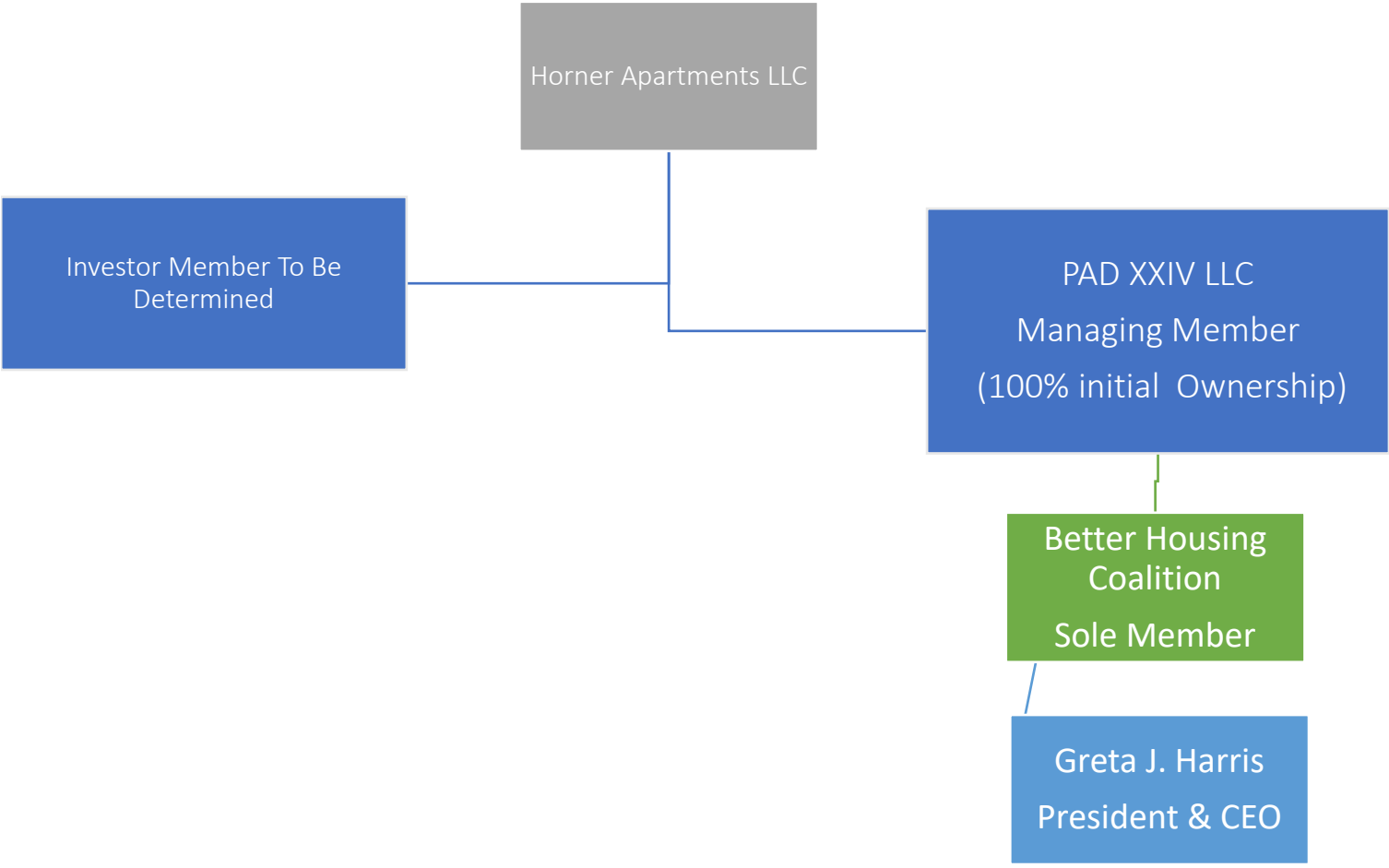
Witness the following signatures as of the 17th day of February 2021:

Sole Member:

PAD XXIV LLC,
a Virginia limited liability company

By: Better Housing Coalition,
a Virginia nonstock corporation,
its Sole Member

By: 
Name: Greta J. Harris
Title: President and CEO



Tab B:

Virginia State Corporation Commission Certification
(MANDATORY)

Commonwealth of Virginia



STATE CORPORATION COMMISSION

Richmond, February 5, 2021

This is to certify that the certificate of organization of

Horner Apartments LLC

was this day issued and admitted to record in this office and that the said limited liability company is authorized to transact its business subject to all Virginia laws applicable to the company and its business.

Effective date: February 5, 2021



STATE CORPORATION COMMISSION

Attest:

A handwritten signature in cursive script, appearing to read "Bernard J. St. John".

Clerk of the Commission

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION**

AT RICHMOND, FEBRUARY 5, 2021

The State Corporation Commission has found the accompanying articles of organization submitted on behalf of

Horner Apartments LLC

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it is ORDERED that this

CERTIFICATE OF ORGANIZATION

be issued and admitted to record with the articles of organization in the Office of the Clerk of the Commission, effective February 5, 2021.

The limited liability company is granted the authority conferred on it by law in accordance with the articles of organization, subject to the conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By

A handwritten signature in black ink, appearing to read "Jehmal T. Hudson", with a long horizontal flourish extending to the right.

Jehmal T. Hudson
Commissioner

Limited Liability Company - Articles of Organization

Entity Information

Entity Name: Horner Apartments LLC Entity Type: Limited Liability Company

Business Type

Industry Code: 0 - General

Duration

Perpetual(forever)

Registered Agent Information

RA Type: An Individual who is a resident of Virginia

Locality: RICHMOND CITY

RA Qualification: Officer or Director of a Corporation that is a Member or Manager of the Limited Liability Company

Name: John Bolton

Email Address: j.bolton@betterhousingcoalition.org

The company's initial registered office address, including the street and number, if any, which is identical to the business office of the initial registered agent, is:

Registered Office Address: 23 W Broad St Ste 100,
Richmond, VA, 23220 -
4295, USA

Contact Number: N/A

Principal Office Address

Address: 23 W Broad St Ste 100, Richmond, VA, 23220, USA

Principal Information

Management Structure: Member-Managed

Signature Information

Date Signed: 02/05/2021

Executed in the name of the limited liability company by:

Printed Name	Signature	Title
John Bolton	John Bolton	Organizer

Tab C:

Principal's Previous Participation Certification
(MANDATORY)



Previous Participation Certification Instructions

General Instructions:

The following certification:

- Must be completed, regardless of any principal's inclusion on the Developer Experience List.
- Must be signed by an individual who is, or is authorized to act on behalf of, the Controlling General Partner (if LP) or Managing Member (if LLC) of the Applicant, as designated in the partnership agreement. Virginia Housing will accept an authorization document, which gives signatory authorization to sign on behalf of the principals.
- Must be dated no more than 30 days prior to submission of the LIHTC Application.

Definitions:

Development - the proposed multifamily rental housing development

Participants - the principals who will participate in the ownership of the development

Principal - any person (including any individual, joint venture, partnership, limited liability company, corporation, nonprofit organization, trust, or any other public or private entity) that (i) with respect to the proposed development, will own or participate in the ownership of the proposed development or (ii) with respect to an existing multifamily rental property, has owned or participated in the ownership of such property, all as more fully described herein below. The person who is the owner of the proposed development or multifamily rental property is considered a principal. In determining whether any other person is a principal, the following guidelines shall govern:

- In the case of a partnership which is a principal (whether as the owner or otherwise), all general partners are also considered principals, regardless of the percentage interest of the general partner;
- In the case of a public or private corporation or organization or governmental entity that is a principal (whether as the owner or otherwise), principals also include the president, vice president, secretary, and treasurer and other officers who are directly responsible to the board of directors or any equivalent governing body, as well as all directors or other members of the governing body and any stockholder having a 25% or more interest;
- In the case of a limited liability company (LLC) that is a principal (whether as the owner or otherwise), all members are also considered principals, regardless of the percentage interest of the member;
- In the case of a trust that is a principal (whether as the owner or otherwise), all persons having a 25% or more beneficial ownership interest in the assets of such trust;
- In the case of any other person that is a principal (whether as the owner or otherwise), all persons having a 25% or more ownership interest in such other person are also considered principals; and



Previous Participation Certification Instructions

General Instructions:

The following certification:

- Must be completed, regardless of any principal's inclusion on the Developer Experience List.
- Must be signed by an individual who is, or is authorized to act on behalf of, the Controlling General Partner (if LP) or Managing Member (if LLC) of the Applicant, as designated in the partnership agreement. Virginia Housing will accept an authorization document, which gives signatory authorization to sign on behalf of the principals.
- Must be dated no more than 30 days prior to submission of the LIHTC Application.

Definitions:

Development - the proposed multifamily rental housing development

Participants - the principals who will participate in the ownership of the development

Principal - any person (including any individual, joint venture, partnership, limited liability company, corporation, nonprofit organization, trust, or any other public or private entity) that (i) with respect to the proposed development, will own or participate in the ownership of the proposed development or (ii) with respect to an existing multifamily rental property, has owned or participated in the ownership of such property, all as more fully described herein below. The person who is the owner of the proposed development or multifamily rental property is considered a principal. In determining whether any other person is a principal, the following guidelines shall govern:

- In the case of a partnership which is a principal (whether as the owner or otherwise), all general partners are also considered principals, regardless of the percentage interest of the general partner;
- In the case of a public or private corporation or organization or governmental entity that is a principal (whether as the owner or otherwise), principals also include the president, vice president, secretary, and treasurer and other officers who are directly responsible to the board of directors or any equivalent governing body, as well as all directors or other members of the governing body and any stockholder having a 25% or more interest;
- In the case of a limited liability company (LLC) that is a principal (whether as the owner or otherwise), all members are also considered principals, regardless of the percentage interest of the member;
- In the case of a trust that is a principal (whether as the owner or otherwise), all persons having a 25% or more beneficial ownership interest in the assets of such trust;
- In the case of any other person that is a principal (whether as the owner or otherwise), all persons having a 25% or more ownership interest in such other person are also considered principals; and

Instructions, cont'd

- Any person that directly or indirectly controls, or has the power to control, a principal shall also be considered a principal.

Please follow guidelines below for listing principals.

- If the owner is a partnership, list the names of all GPs, regardless of % interest in the General Partnership
- If the owner is an LLC, list the names of all members regardless of % interest
- If the owner is a Corporation (public or private), Organization or Governmental Entity, list the names of officers who are directly responsible to the Board of Directors (or equivalent) and any stockholder having a 25% or more interest
- If the owner is a Trust, list the names of all persons having a 25% or more beneficial ownership interest in the assets of the trust
- If the owner is an Individual, list the name of anyone having a 25% or more ownership interest of the named individual

If none of the above applies, list the name of any person that directly or indirectly controls or has the power to control a principal.

If you have any questions, please call the Tax Credit Allocation Department at (804) 343-5518.



Previous Participation Certification

Development Name: _____

Name of Applicant (entity): _____

I hereby certify that:

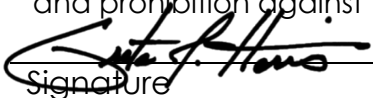
1. All the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and any statements attached to this certification.
2. During any time that any of the participants were principals in any multifamily rental property, no property has been foreclosed upon, in default or assigned to the mortgage insurer (governmental or private); nor has mortgage relief by the mortgagee been given;
3. During any time that any of the participants were principals in any multifamily rental property, there has not been any breach by the owner of any agreements relating to the construction or rehabilitation, use, operation, management or disposition of the property, including removal from a partnership;
4. That at no time have any principals listed in this certification been required to turn in a property to the investor or have been removed from a multifamily rental property ownership structure;
5. That to the best of my knowledge, there are no unresolved findings raised as a result of state or federal audits, management reviews or other governmental investigations concerning any multifamily rental property in which any of the participants were principals;
6. During any time that any of the participants were principals in any multifamily rental property, there has not been a suspension or termination of payments under any state or federal assistance contract for the property;
7. None of the participants has been convicted of a felony and is not presently, to my knowledge, the subject of a complaint or indictment charging a felony. A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a state and punishable by imprisonment of two years or less;
8. None of the participants has been suspended, debarred or otherwise restricted by any federal or state governmental entity from doing business with such governmental entity; and

Previous Participation Certification, cont'd

9. None of the participants has defaulted on an obligation covered by a surety or performance bond and has not been the subject of a claim under an employee fidelity bond.
10. None of the participants is a Virginia Housing employee or a member of the immediate household of any of its employees.
11. None of the participants is participating in the ownership of a multifamily rental housing property as of this date on which construction has stopped for a period in excess of 20 days or, in the case of a multifamily rental housing property assisted by any federal or state governmental entity, which has been substantially completed for more than 90 days but for which requisite documents for closing, such as the final cost certification, have not been filed with such governmental entity.
12. None of the participants has been found by any federal or state governmental entity or court to be in noncompliance with any applicable civil rights, equal employment opportunity or fair housing laws or regulations.
13. None of the participants was a principal in any multifamily rental property which has been found by any federal or state governmental entity or court to have failed to comply with Section 42 of the Internal Revenue Code of 1986, as amended, during the period of time in which the participant was a principal in such property. This does not refer to corrected 8823's.
14. None of the participants is currently named as a defendant in a civil lawsuit arising out of their ownership or other participation in a multi-family housing development where the amount of damages sought by plaintiffs (i.e., the ad damnum clause) exceeds One Million Dollars (\$1,000,000).
15. None of the participants has pursued a Qualified Contract or planned foreclosure in Virginia after January 1, 2019.

Statements above (if any) to which I cannot certify have been deleted by striking through the words. In the case of any such deletion, I have attached a true and accurate statement to explain the relevant facts and circumstances.

Failure to disclose information about properties which have been found to be out of compliance or any material misrepresentations are grounds for rejection of an application and prohibition against future applications.



Signature

Printed Name

Date (no more than 30 days prior to submission of the Application)

Tab D:

List of LIHTC Developments (Schedule A)
(MANDATORY)

List of LIHTC Developments (Schedule A)



Development Name: Horner
 Name of Applicant: Horner Apartments LLC

INSTRUCTIONS:

- 1 A Schedule A is required for every individual that makes up the GP or Managing Member - does not apply to principals of publicly traded corporations.
- 2 A resume is required for each principal of the General Partnership or Limited Liability Company (LLC).
- 3 For each property for which an uncorrected 8823 has been issued, provide a detailed explanation of the nature of the non-compliance, as well as a status statement.
- 4 List only tax credit development experience since 2002 (i.e. for the past 15 years)
- 5 Use separate pages as needed, for each principal.

Better Housing Coalition/ Greta J. Harris/President and CEO Controlling GP (CGP) or 'Named' Managing Member of Proposed property? Y
 Principal's Name: Y or N

#	Development Name/Location	Name of Ownership Entity and Phone Number	CGP or 'Named' Managing Member at the time of dev.? (Y/N)*	Total Dev. Units	Total Low Income Units	Placed in Service Date	8609(s) Issue Date	Uncorrected 8823's? (Y/N) Explain "Y"
1	Carter Woods; 301 Dabbs House Road, Henrico County	PAD Henrico c/o BHC (804) 644-0546	Y	80	80	12/16/2004	7/6/2005	N
2	Market Square III; 7101 Bensley Commons Lane, Chesterfield County	PAD Chesterfield III c/o BHC (804) 644-0546	Y	69	69	4/4/2006	7/21/2006	N
3	Carter Woods Phase II; 301 Dabbs House Road, Henrico County	PAD Henrico II c/o BHC (804) 644-0546	Y	72	72	10/20/2006	5/17/2007	N
4	Randolph Place; 300 South Randolph St. Richmond	PAD Randolph Inc. c/o BHC (804) 644-0546	Y	50	50	10/30/2007	3/2/2008	N
5	Lincoln Mews; 4101 North Ave. Richmond	PAD VII, Inc. c/o BHC (804) 644-0546	Y	115	115	1/1/2009	5/26/2010	N
6	Lincoln Mews II; 4101 North Ave. Richmond	PAD VIII, Inc. c/o BHC (804) 644-0546	Y	130	130	8/26/2010	6/20/2011	N
7	Claiborne Square; 518 Halifax St. Petersburg	PAD Claiborne LLC c/o BHC (804) 644-0546	Y	47	47	7/1/2011	4/9/2012	N
8	North Oak; 617 North Laburnum Ave. Richmond	PAD XII, Inc. c/o BHC (804) 644-0546	Y	143	115	3/2/2012	10/8/2013	N
9	Jefferson Mews; City Scattered Sites East, Richmond	PAD XIII, Inc. c/o BHC (804) 644-0546	Y	47	47	5/22/2013	12/3/2014	N
10	Somanath Seniors (formerly 28th St Seniors); 1208 N 28th St. Richmond	PAD IX, Inc. c/o BHC (804) 644-0546	Y	39	39	7/17/2013	5/28/2014	N
11	Goodwyn at Union Hill; 2230, 2236, 2238.5 Venable St. Richmond	PAD XVI, Inc. c/o BHC (804) 644-0546	Y	52	52	4/23/2019	10/15/2019	N
12	Market Square IV; 2501 New Park Road, Chesterfield County	PAD Chesterfield IV c/o BHC (804) 644-0546	Y	60	60	7/30/2020	4/15/2021	N
13	Market Square V; 7300 & 7310 Taw Street Chesterfield County	PAD XVIII, Inc c/o BHC (804) 644-0546	Y	105	105	1/16/2019	4/9/2020	N
14								
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* Must have the ability to bind the LIHTC entity; document with partnership/operating agreements and one 8609 (per entity/development) for a total of 6.

1st PAGE
 TOTAL: 1,009 981 LIHTC as % of Total Units 97%

Tab E:

Site Control Documentation & Most Recent Real
Estate Tax Assessment (MANDATORY)

Tab F:

RESNET Rater Certification (MANDATORY)



Appendix F

RESNET Rater Certification of Development Plans

I certify that the development's plans and specifications incorporate all items for the required baseline energy performance as indicated in Virginia's Qualified Allocation Plan (QAP).

In the event the plans and specifications do not include requirements to meet the QAP baseline energy performance, then those requirements still must be met, even though the application is accepted for credits.

***Please note that this may cause the Application to be ineligible for credits. The Requirements apply to any new, adaptive reuse or rehabilitated development (including those serving elderly and/or physically disabled households).

In addition provide HERS rating documentation as specified in the manual

X New Construction - EnergyStar Certification
The development's design meets the criteria for the EnergyStar certification.
Rater understands that before issuance of IRS Form 8609, applicant will obtain and provide EnergyStar Certification to Virginia Housing.

Rehabilitation -30% performance increase over existing, based on HERS Index
Or Must evidence a HERS Index of 80 or better
Rater understands that before issuance of IRS Form 8609, rater must provide Certification to Virginia Housing of energy performance.

Adaptive Reuse - Must evidence a HERS Index of 95 or better.
Rater understands that before issuance of IRS Form 8609, rater must provide Certification to Virginia Housing of energy performance.

Additional Optional Certifications

I certify that the development's plans and specifications incorporate all items for the certification as indicated below, and I am a certified verifier of said certification. In the event the plans and specifications do not include requirements to obtain the certification, then those requirements still must be met, even though the application is accepted for credits. Rater understands that before issuance of IRS Form 8609, applicant will obtain and provide Certification to Virginia Housing.

FALSE Earthcraft Certification - The development's design meets the criteria to obtain EarthCraft Multifamily program Gold certification or higher

FALSE LEED Certification - The development's design meets the criteria for the U.S. Green Building Council LEED green building certification.

FALSE National Green Building Standard (NGBS) - The development's design meets the criteria for meeting the NGBS Silver or higher standards to obtain certification

FALSE Enterprise Green Communities - The developmen's design meets the criteria for meeting meeting the requirements as stated in the Enterprise Green Communities Criteria for this developments construction type to obtain certification.

***Please Note Raters must have completed 500+ ratings in order to certify this form

Signed: [Signature]

Date: 3/3/22

Printed Name: Stacey Smith

Resnet Provider Agency
Viridiant

RESNET Rater
Signature [Signature]

Provider Contact and Phone/Email Sean Evensen-Shanley (804)212-1934 /sean.shanley@viridiant.org

Horner Apartments
2022 LIHTC Pre-Review Comments

Project Address

3901 Stigall Drive
Chesterfield, VA 23112

Project Summary

Horner Apartments is a new construction low-rise multifamily development, comprised of 49 units located in Chesterfield, VA. Better Housing Coalition plans to construct the project utilizing 9% LIHTC. As part of their funding application the project is seeking certification under the ENERGY STAR Multifamily New Construction Program V1 (ESMFNC). This level of certification requires the project to have a maximum HERS index in compliance with the ESMFNC floating target HERS score and completion of all ENERGY STAR required checklists.

Unit-Level Energy Modeling

Unit-level models were generated using Ekotrope v4.0.1 based on the proposed scope and plans provided by the project team dated February 25, 2021. The following outlines the scope as it is currently modeled.

Enclosure:

- R-10 Grade I slab insulation
- R-21 Grade I cavity insulation in exterior above grade walls and rim & band
- R-19 Grade II cavity insulation in party walls and adiabatic ceilings/floors
- R-38 Grade I attic insulation
- 0.21 U-Value for opaque doors
- 0.30 U-Value/0.27 SHGC windows &
- 0.32 U-Value, 0.40 SHGC glass doors

Mechanicals:

- SEER 15, HSPF 8.5, 18k air source heat pump, programmable thermostat
- 0.93 UEF storage electric water heaters, 30 gallon
- 5 ACH₅₀ for infiltration threshold/blower door test
- 4% duct leakage to the outside, 8% total duct leakage
- Ducts within conditioned space and insulated to R-6, Ducts on top floor in attic insulated to R-8
- AirCycler G2K mechanical ventilation, 50 watts, 12 hours a day

Lights & Appliances:

- ES rated kitchen appliances
 - 616 kWh/yr refrigerator
 - 270 kWh/yr dishwasher
 - ENERGY STAR washer
- Advanced lighting 100% CFL or LED



Unit Type	Quantity	HERS	Required HERS
1bd 1st and 2nd floor	4	62	77
1bd 3rd floor	2	61	76
2bd 1st and 2nd floor	19	61	75
2bd 3rd floor	10	61	78
2bd2 1st and 2nd floor	1	63	77
2bd2 3rd floor	1	62	77
3bd 1st and 2nd floor	6	61	74
3bd 3rd floor	3	66	74
3bd2 1st and 2nd floor	2	63	76
3bd2 3rd floor	1	63	80
Projected Project HERS - Weighted Average		62	

Please let me know if you have any questions or if the above information does not accurately capture your current scope.

Sincerely,

A handwritten signature in black ink, appearing to be "Stacey Smith".

Stacey Smith
Project Manager, Viridiant

Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02

Registry ID:

Ekotrope ID: M28DExz2

HERS® Index Score:

63

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$898

*Relative to an average U.S. home

Home:

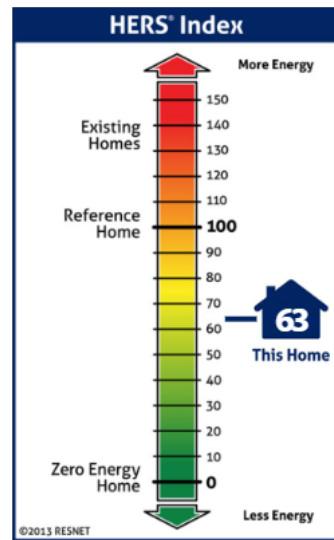
3901 Stigall Drive
Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	5.5
Cooling	2.8
Hot Water	6.7
Lights/Appliances	15.7
Service Charges	
Generation (e.g. Solar)	0.0
Total:	30.8

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, inside unit
Model:	Horner Apartments - 3 BR 2 1st Floor
Community:	N/A
Conditioned Floor Area:	1,405 ft ²
Number of Bedrooms:	3
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	75 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Adiabatic, R-13
Window Type:	U-Value: 0.3, SHGC: 0.27
Foundation Walls:	N/A
Framed Floor:	N/A

Rating Completed by:

Energy Rater: Stacey Smith

RESNET ID: 2279319

Rating Company: Viridiant

1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant

1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater

Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-01

Registry ID:

Ekotrope ID: zvwD49j2

HERS® Index Score:

63

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$920

*Relative to an average U.S. home

Home:

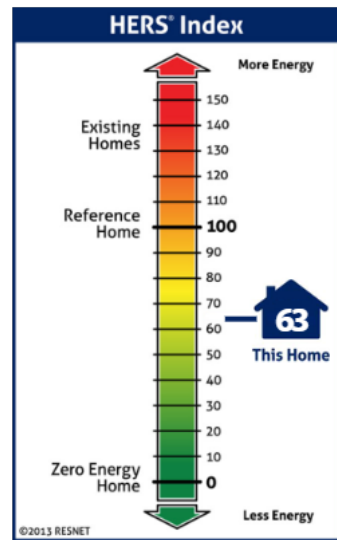
3901 Stigall Drive
Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	6.6
Cooling	3.0
Hot Water	6.7
Lights/Appliances	15.7
Service Charges	
Generation (e.g. Solar)	0.0
Total:	32.1

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, inside unit
Model:	Horner Apartments - 3 BR 2 3rd Floor
Community:	N/A
Conditioned Floor Area:	1,405 ft ²
Number of Bedrooms:	3
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	75 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Attic, R-38
Window Type:	U-Value: 0.3, SHGC: 0.27
Foundation Walls:	N/A
Framed Floor:	R-19

Rating Completed by:

Energy Rater: Stacey Smith

RESNET ID: 2279319

Rating Company: Viridiant

1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant

1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater

Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02

Registry ID:

Ekotrope ID: kvvVgn42

HERS® Index Score:

66

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$891

*Relative to an average U.S. home

Home:

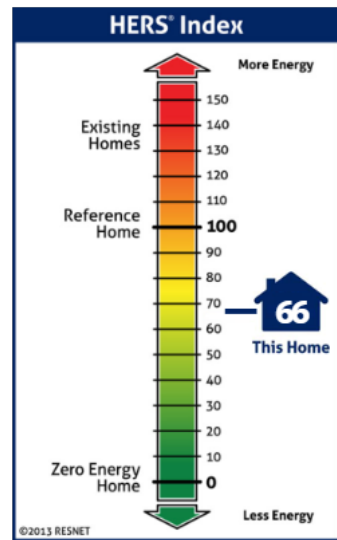
3901 Stigall Drive
Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	10.1
Cooling	2.7
Hot Water	6.7
Lights/Appliances	15.0
Service Charges	
Generation (e.g. Solar)	0.0
Total:	34.4

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	Horner Apartments - 3 BR 3rd Floor End
Community:	N/A
Conditioned Floor Area:	1,246 ft ²
Number of Bedrooms:	3
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	75 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Attic, R-38
Window Type:	U-Value: 0.3, SHGC: 0.27
Foundation Walls:	N/A
Framed Floor:	R-13

Rating Completed by:

Energy Rater: Stacey Smith

RESNET ID: 2279319

Rating Company: Viridiant

1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant

1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater

Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02
 Registry ID:
 Ekotrope ID: P2IVkXxd

HERS® Index Score:

62

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$535

*Relative to an average U.S. home

Home:

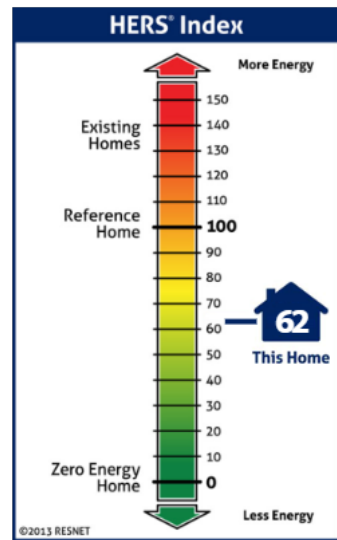
3901 Stigall Drive
 Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	2.0
Cooling	1.4
Hot Water	3.7
Lights/Appliances	10.4
Service Charges	
Generation (e.g. Solar)	0.0
Total:	17.5

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, inside unit
Model:	Horner Apartments - 1 BR 1st Floor
Community:	N/A
Conditioned Floor Area:	622 ft ²
Number of Bedrooms:	1
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	65 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Adiabatic, R-13
Window Type:	U-Value: 0.32, SHGC: 0.3
Foundation Walls:	N/A
Framed Floor:	N/A

Rating Completed by:

Energy Rater: Stacey Smith
 RESNET ID: 2279319

Rating Company: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater
 Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02
 Registry ID:
 Ekotrope ID: 123Y8wPd

HERS® Index Score:

61

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$558

*Relative to an average U.S. home

Home:

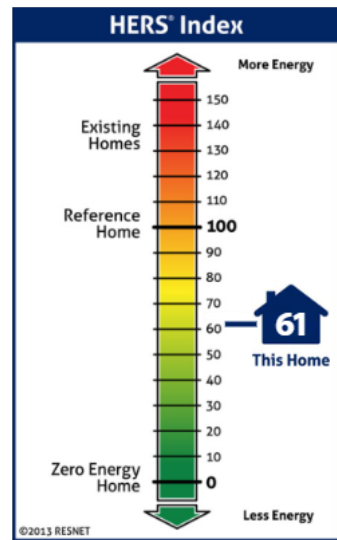
3901 Stigall Drive
 Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	2.4
Cooling	1.4
Hot Water	3.7
Lights/Appliances	10.4
Service Charges	
Generation (e.g. Solar)	0.0
Total:	17.9

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, inside unit
Model:	Horner Apartments - 1 BR 3rd Floor
Community:	N/A
Conditioned Floor Area:	622 ft ²
Number of Bedrooms:	1
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	65 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Attic, R-38
Window Type:	U-Value: 0.32, SHGC: 0.3
Foundation Walls:	N/A
Framed Floor:	R-18

Rating Completed by:

Energy Rater: Stacey Smith
 RESNET ID: 2279319

Rating Company: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater
 Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02
 Registry ID:
 Ekotrope ID: M28DEAR2

HERS® Index Score:

61

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$723

*Relative to an average U.S. home

Home:

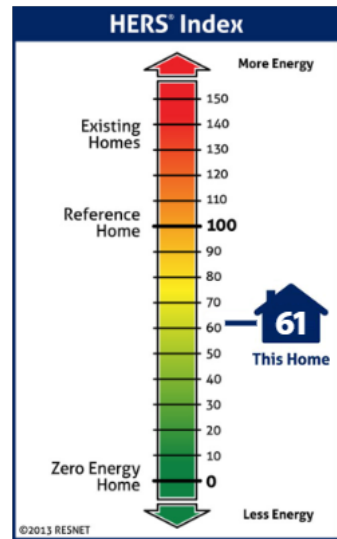
3901 Stigall Drive
 Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	4.2
Cooling	2.0
Hot Water	5.1
Lights/Appliances	12.7
Service Charges	
Generation (e.g. Solar)	0.0
Total:	23.8

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	Horner Apartments - 2 BR 1st Floor End
Community:	N/A
Conditioned Floor Area:	908 ft ²
Number of Bedrooms:	2
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	65 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Adiabatic, R-13
Window Type:	U-Value: 0.3, SHGC: 0.27
Foundation Walls:	N/A
Framed Floor:	N/A

Rating Completed by:

Energy Rater: Stacey Smith
 RESNET ID: 2279319

Rating Company: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater
 Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02
 Registry ID:
 Ekotrope ID: wdkAxWE2

HERS® Index Score:

63

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$677

*Relative to an average U.S. home

Home:

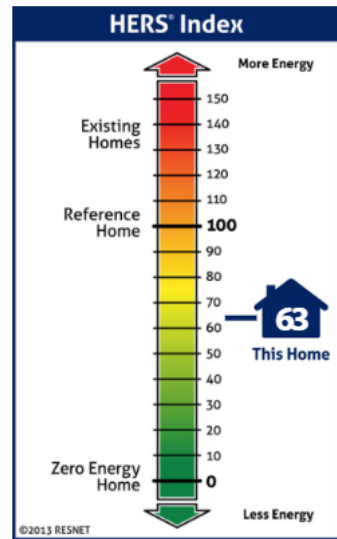
3901 Stigall Drive
 Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	3.0
Cooling	2.0
Hot Water	5.1
Lights/Appliances	12.7
Service Charges	
Generation (e.g. Solar)	0.0
Total:	22.7

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, inside unit
Model:	Horner Apartments - 2 BR 1st Floor Int
Community:	N/A
Conditioned Floor Area:	908 ft ²
Number of Bedrooms:	2
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	65 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Adiabatic, R-13
Window Type:	U-Value: 0.3, SHGC: 0.27
Foundation Walls:	N/A
Framed Floor:	N/A

Rating Completed by:

Energy Rater: Stacey Smith
 RESNET ID: 2279319

Rating Company: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater
 Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02

Registry ID:

Ekotrope ID: 5dYPVJnL

HERS® Index Score:

61

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$744

*Relative to an average U.S. home

Home:

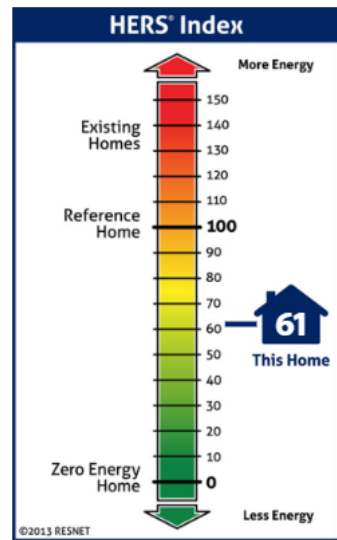
3901 Stigall Drive
Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	4.3
Cooling	2.1
Hot Water	5.1
Lights/Appliances	12.7
Service Charges	
Generation (e.g. Solar)	0.0
Total:	24.2

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	Horner Apartments - 2 BR 3rd Floor End
Community:	N/A
Conditioned Floor Area:	908 ft ²
Number of Bedrooms:	2
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	65 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Attic, R-38
Window Type:	U-Value: 0.3, SHGC: 0.27
Foundation Walls:	N/A
Framed Floor:	R-18

Rating Completed by:

Energy Rater: Stacey Smith
RESNET ID: 2279319

Rating Company: Viridiant
1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant
1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater
Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02

Registry ID:

Ekotrope ID: kLZMYP02

HERS® Index Score:

61

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$876

*Relative to an average U.S. home

Home:

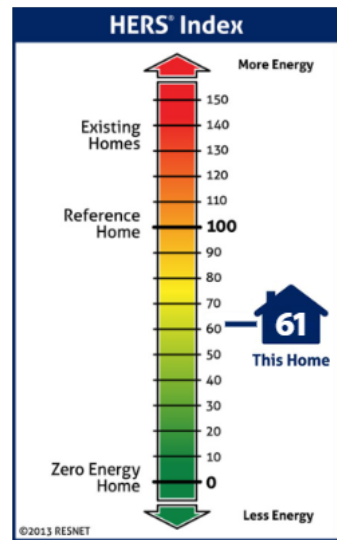
3901 Stigall Drive
Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	5.0
Cooling	2.5
Hot Water	6.7
Lights/Appliances	15.0
Service Charges	
Generation (e.g. Solar)	0.0
Total:	29.3

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	Horner Apartments - 3 BR 1st Floor End
Community:	N/A
Conditioned Floor Area:	1,246 ft ²
Number of Bedrooms:	3
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	75 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Adiabatic, R-13
Window Type:	U-Value: 0.3, SHGC: 0.27
Foundation Walls:	N/A
Framed Floor:	N/A

Rating Completed by:

Energy Rater: Stacey Smith

RESNET ID: 2279319

Rating Company: Viridiant

1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant

1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater

Digitally signed: 3/3/22 at 3:20 PM



Home Energy Rating Certificate

Projected Report

Rating Date: 2022-03-02
 Registry ID:
 Ekotrope ID: YLeVeYBd

HERS® Index Score:

62

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit www.hersindex.com

Annual Savings

\$707

*Relative to an average U.S. home

Home:

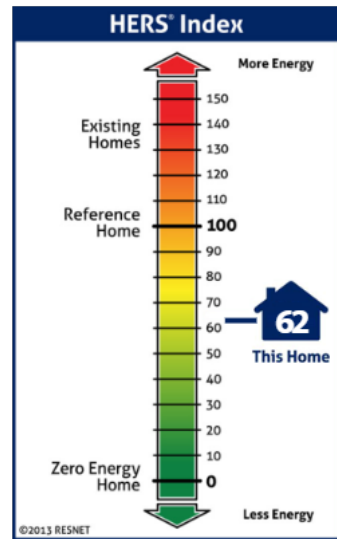
3901 Stigall Drive
 Chesterfield, VA 23112

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	3.7
Cooling	2.0
Hot Water	5.1
Lights/Appliances	12.7
Service Charges	
Generation (e.g. Solar)	0.0
Total:	23.4

This home meets or exceeds the criteria of the following:



Home Feature Summary:

Home Type:	Apartment, inside unit
Model:	Horner Apartments - 2 BR 3rd Floor Int
Community:	N/A
Conditioned Floor Area:	908 ft ²
Number of Bedrooms:	2
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 15 SEER
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	5 ACH50
Ventilation:	65 CFM • 50 Watts
Duct Leakage to Outside:	4 CFM25 / 100 ft ²
Above Grade Walls:	R-21
Ceiling:	Attic, R-38
Window Type:	U-Value: 0.3, SHGC: 0.27
Foundation Walls:	N/A
Framed Floor:	R-18

Rating Completed by:

Energy Rater: Stacey Smith
 RESNET ID: 2279319

Rating Company: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Rating Provider: Viridiant
 1431 W. Main Street, Richmond, VA 23220

Stacey Smith, Certified Energy Rater
 Digitally signed: 3/3/22 at 3:20 PM



Tab G:

Zoning Certification Letter (MANDATORY)



BALZER
 & ASSOCIATES
 PLANNERS / ARCHITECTS
 ENGINEERS / SURVEYORS

15871 City View Drive
 Suite 200
 Midlothian, VA 23113
 804.794.0571
 www.balzer.cc

Roanoke
 Richmond
 New River Valley
 Shenandoah Valley

March 2, 2022

Zoning Certification

DATE: 03/02/2022

TO: Virginia Housing
 Attention: JD Bondurant
 601 South Belvidere Street
 Richmond, Virginia 23220

RE: ZONING CERTIFICATION

Name of Development: Horner

Name of Owner/Applicant: Horner Apartments LLC

Name of Seller/Current Owner: Maria Brown and Katherine Rhodes

The above-referenced Owner/Applicant has asked this office to complete this form letter regarding the zoning of the proposed Development (more fully described below). This certification is rendered solely for the purpose of confirming proper zoning for the site of the Development. It is understood that this letter will be used by the Virginia Housing Development Authority solely for the purpose of determining whether the Development qualifies for points available under VHDA's Qualified Allocation Plan for housing tax credits.

DEVELOPMENT DESCRIPTION:

Development Address:
3901 Stigall Drive, Chesterfield VA 23112
11041 Stigall Way, Chesterfield VA 23112

Legal Description:
See Exhibit "A" attached for legal description of property issued by the Stewart Title Guaranty Company, dated September 11, 2020

Proposed Improvements:

- New Construction: 49 # Units 1 # Buildings 64,403 Total Floor Area Sq. Ft.
- Adaptive Reuse: _____ # Units _____ # Buildings _____ Total Floor Area Sq. Ft.
- Rehabilitation: _____ # Units _____ # Buildings _____ Total Floor Area Sq. Ft.

Envisioning Tomorrow, Designing Today



BALZER
 & ASSOCIATES
 PLANNERS / ARCHITECTS
 ENGINEERS / SURVEYORS

Zoning Certification, cont'd

Current Zoning: R-MF with CUPD (Zoning Case No. 21SN0518) allowing a density of 14 units per acre, and the following other applicable conditions: See Exhibit "B" for proffered conditions and textual statement with Chesterfield County Zoning Ordinance Exceptions.

Other Descriptive Information:

3-story multi-family property building to an EarthCraft Gold standard. Building will have an elevator.

LOCAL CERTIFICATION:

Check one of the following as appropriate:

- The zoning for the proposed development described above is proper for the proposed residential development. To the best of my knowledge, there are presently no zoning violations outstanding on this property. No further zoning approvals and/or special use permits are required.
- The development described above is an approved non-conforming use. To the best of my knowledge, there are presently no zoning violations outstanding on this property. No further zoning approvals and/or special use permits are required.

Christopher M. Shust, PE
 Signature

CHRISTOPHER M SHUST, PE
 Printed Name

Professional Engineer, Executive Vice President
 Title of Local Official or Civil Engineer

(804) 794-0571
 Phone:

03/02/2022
 Date:

NOTES TO LOCALITY:

1. Return this certification to the developer for inclusion in the tax credit application package.
2. Any change in this form may result in disqualification of the application.
3. If you have any questions, please call the Tax Credit Allocation Department at (804) 343-5518.

2022



ALTA COMMITMENT FOR TITLE INSURANCE SCHEDULE A

ISSUED BY
STEWART TITLE GUARANTY COMPANY

Transaction Identification Data for reference only:

Issuing Agent: Virginia Affordable Housing
Issuing Office: 1802 Bayberry Court, Suite 305A, Richmond, VA 23226
Issuing Office's ALTA® Registry ID:
Loan ID Number:
Commitment Number: 00109-10003
Issuing Office File Number: 00109-10003
Property Address: 3901 Stigall Drive, Chesterfield County, VA
11041 Stigall Way, Chesterfield County, VA
Revision Number:

1. **Commitment Date:** September 11, 2020 at 8:00 A.M.

2. **Policy to be issued:**

Proposed Policy Amount

(a) 2006 ALTA Owner's Policy Standard To Be Determined

Proposed Insured: Better Housing Coalition, a Virginia non-stock corporation and Chesterfield Alternatives, Inc., a Virginia non-stock corporation

(b) 2006 ALTA Loan Policy Standard To Be Determined

Proposed Insured: To Be Determined

3. **The estate or interest in the Land described or referred to in this Commitment is:**

Fee Simple

4. **The Title is, at the Commitment Date, vested in:**

Maria Randolph Brown and Mary Katherine Homer Richards

5. **The Land is described as follows:**

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

STEWART TITLE GUARANTY COMPANY

Authorized Countersignature

This page is only a part of a 2016 ALTA® Commitment for Title Insurance. This Commitment is not valid without the Notice, the Commitment to Issue Policy, the Commitment Conditions, Schedule A, Schedule B, Part I - Requirements, and Schedule B, Part II - Exceptions, and a countersignature by the Company or its issuing agent that may be in electronic form.

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File No. 00109-10003
ALTA Commitment For Title Insurance Schedule 8-1-16 (4-2-18)
Page 1 of 2





**ALTA COMMITMENT FOR TITLE INSURANCE
SCHEDULE A**

ISSUED BY
STEWART TITLE GUARANTY COMPANY

**EXHIBIT "A"
LEGAL DESCRIPTION**

ALL that certain lot, piece or parcel of real property being in the County of Chesterfield, Virginia shown as Parcel B, containing 4.374 on a certain plat of survey entitled "Plat Showing Two Parcels of Land South of Genito Road" dated March 18, 1988 prepared by Balzer & Associates, Inc., Planners, Architects, Engineers & Surveyors, recorded in the Clerk's Office, Circuit Court, Chesterfield County, Virginia in Plat Book 83, Page 1.

LESS AND EXCEPT therefrom all that certain parcel of land as was conveyed to the Commonwealth of Virginia by deed dated March 18, 2014, recorded April 10, 2014, in the Clerk's Office, Circuit Court, Chesterfield County, Virginia in Deed Book 10513, Page 458.

LESS AND EXCEPT therefrom all that piece or parcel of the above land as is embraced within the bounds of Stigall Way,

BEING a portion of the same real estate conveyed to James B. Horner and Mary Katherine Horner Richards, as tenants in common, by deed from James B. Horner and Mary B. Horner, husband and wife, dated December 28, 1983, recorded December 30, 1993 in the Clerk's Office, Circuit Court, Chesterfield County, Virginia in Deed Book 2439, Page 126, as corrected by Deed of Correction by and between James H. Horner and Mary B. Horner, husband and wife, and James B. Horner and Mary Katherine Horner Richards dated February 16, 1994, recorded September 14, 1994 in the Clerk's Office aforesaid in Deed Book 2593, Page 279, James Byrd Homer died intestate on November 18, 2014 and according to a List of Heirs filed in the Clerk's Office aforesaid in Will Book 451, Page 212 survived by his widow, Maria Randolph Brown.

This page is only a part of a 2016 ALTA® Commitment for Title Insurance. This Commitment is not valid without the Notice, the Commitment to Issue Policy, the Commitment Conditions, Schedule A, Schedule B, Part I - Requirements, and Schedule B, Part II - Exceptions, and a countersignature by the Company or its issuing agent that may be in electronic form.

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File No. 00109-10003
ALTA Commitment For Title Insurance Schedule 8-1-16 (4-2-18)
Page 2 of 2



EXHIBIT B

Proffered Conditions (January 20, 2021)

Staff Note: Both the Planning Commission and Staff recommend acceptance of Proffered Conditions 1-13 offered by the applicant. After the advertisement of this request, Proffered Condition 14 was submitted by the applicant and is included below. Staff recommends approval of Proffered Condition 14.

1. Master Plan. The Master Plan for the Property shall consist of the following:
 - a. The Textual Statement last revised December 11, 2020.
 - b. The Conceptual Plan, Exhibit A, last revised October 30, 2020 and prepared by Balzer and Associates, Inc. Development of the Property shall generally conform to the Conceptual Plan, with respect to the general layout of roads and buildings, and the general location of parking, sidewalks, and open space. Adjustments to the Conceptual Plan may be approved at the time of site plan review, provided such adjustments substantially retain the relationship between buildings, parking, roads and open space. If adjustments are deemed to be significant, the Conceptual Plan shall be presented to the Planning Commission for final approval.
 - c. Conceptual Elevations, Exhibit B, last revised September 10, 2020 and prepared by Winks, Snowa.
 - d. Rendering of Conceptual Plan, Exhibit C, last revised October 16, 2020 and prepared by Balzer and Associates Inc. (P)
2. Utilities. Public water and wastewater systems shall be used. (U)
3. Road Cash Proffer.
 - a. The applicant, sub-divider, or assignee(s) shall pay \$5,640 for each residential dwelling unit to the County of Chesterfield for road improvements within the service district for the property.
 - b. Each payment shall be made prior to the issuance of a certificate of occupancy for a dwelling unit. Should Chesterfield County impose impact fees at any time during the life of the development that are applicable to the property, the amount paid in cash proffers shall be in lieu of or credited toward, but not in addition to, any impact fees, in a manner determined by the County.
 - c. At the option of the Transportation Department, cash proffer payments may be reduced for the cost of transportation improvements provided by the applicant, sub-divider, or assignee(s), as determined by the Transportation Department. (BM)
4. Access. There shall be no direct vehicular access to Genito Road. (T)
5. Architecture and Building Materials.
 - a. Unless significant deviations are approved by the Planning Commission during site plan review, the architectural treatment of the buildings shall generally be compatible in quality to the architectural standards of the elevations as shown in Exhibit B.
 - b. Buildings shall be constructed with brick or stone veneer, hardiplank, or a combination thereof. Exterior façade shall contain at least eighty-five (85) percent brick or stone veneer. The remaining exterior siding will be cementitious material. Dutch lap, plywood and metal siding are not permitted. Different façade materials shall be used for building façades to add depth and interest to the structure. Roofing material shall be standing seam metal, dimensional architectural shingles, or better with a minimum of 30-year warranty. Thermoplastic polyolefin (TPO) roofing shall be permitted as a flat roof material. (P)
6. Landscaping. Landscaping, including foundation plantings, shall be provided and maintained around the perimeter of all buildings, between buildings and driveways, within medians, and common areas. Landscaping

shall be designed to minimize the predominance of building mass and paved areas; define private spaces; and enhance the residential character of the development. Large mature trees shall be provided throughout the parking lot, adjacent to the building and along the perimeter of the property as shown in Exhibit A. The landscaping plan shall be approved at the time of plans review with respect to the exact numbers, spacing, arrangement and species of plantings. (P)

7. Mechanical Unit Screening. Any mechanical units shall be ground mounted or roof mounted. Any mechanical units that are ground mounted shall be screened with landscaping, a masonry wall to match the masonry on the buildings, or an opaque fence. Any mechanical units that are roof mounted shall be screened by architectural features and materials which are compatible with the building façade architecture. Screening shall be designed to block such mechanical units from view by person on any public streets. The specific method of screening shall be approved at the time of plan review. (P)
8. Recreational Area and Amenities.
 - a. A minimum 750 square foot community/amenity area, which shall include interior gathering spaces, a leasing office, and other uses to primarily serve the residents, shall be provided and generally located within the residential building as depicted on Exhibit A.
 - b. Recreational and pedestrian scale amenities, such as walking paths, benches, gathering areas, and community spaces shall be provided. A minimum of 0.80 acre of open space shall be provided. (P)
9. Sidewalks and Pathways.
 - a. Sidewalks and walkways shall be provided along internal driveways that provide general circulation and among parking areas.
 - b. A five (5) foot walking trail shall be provided within the landscape setback along Stigall Way and a 5-foot sidewalk shall be provided within the right-of-way of Stigall Drive. Both shall connect to the existing sidewalk along Genito Road. (P)
10. Unit Types. No more than 25% of the dwelling units constructed shall have three (3) bedrooms. No dwelling units shall have more than three (3) bedrooms. (P and BI)
11. Lighting.
 - a. Light poles shall not exceed twenty (20) feet in height.
 - b. Pedestrian lighting for the sidewalks along Genito Road and Stigall Drive shall be provided per a lighting plan to be approved by the Chesterfield County Planning Department at time of site plan review. (P)
12. Building Height. The maximum building height shall be three (3) stories or 44 feet. (P)
13. Undeveloped Property. Tax ID 745-683-0242 shall remain undeveloped and recorded as open space. (P)
14. CSB Units. A minimum of eight (8) units, six (6) one-bedroom units and two (2) two-bedroom units, shall be available at all times for the Chesterfield Community Services Board ("CSB") to lease for the use of CSB and its clients. If the CSB fails to lease one or more of the units available to the CSB for a period exceeding sixty (60) days, the vacant unit(s) shall be made available to other lessees. However, at the beginning of each calendar year, at least eight (8) units shall be offered to CSB on a first right of refusal as long as the CSB has not leased a total of eight units. (P)

Textual Statement - Ordinance Exceptions (December 11, 2020)

1. Project Standards.

- a. **Project Size.** The project size shall be 3.54 acres.
- b. **Density.** The maximum density shall not exceed 14 units to the acre.
- c. **Recreational Area.** No active recreational facilities or areas shall be required; however, recreational, and pedestrian scale amenities shall be provided as set forth in Proffered Condition 8.
- d. **Access Drives.** The minimum width of drives, both access and other, shall be twenty-four (24) feet.
- e. **Private Pavement.** Private pavement along Genito Road shall be set back a minimum of twenty-five (25) feet.

2. Building Standards.

a. **Individual Building Setbacks.**

- i. **Roads.** All buildings shall be located a minimum twenty-five (25) feet from any adjacent roads.
- ii. **Interior Private Pavement.** All buildings shall be located a minimum of fifteen (15) feet from interior private pavement, excluding parking spaces.
- iii. **Parking Spaces.** All buildings shall be located a minimum of five (5) feet from any parking space.

- b. **Dwelling Units per Floor.** The maximum number of dwelling units shall be fifteen (15) units on the first floor and seventeen (17) units on the second and third floors.

3. Other Required Standards.

- a. **Parking.** On-site parking shall be provided at a minimum of 1.75 spaces per dwelling unit.

Tab H:

Attorney's Opinion (MANDATORY)

Tab I:

Nonprofit Questionnaire (MANDATORY for points or pool)

NOTE: The following documents need not be submitted unless requested by Virginia Housing:

- Nonprofit Articles of Incorporation
- IRS Documentation of Nonprofit Status
- Joint Venture Agreement (if applicable)
- For-profit Consulting Agreement (if applicable)



Non-profit Questionnaire

Part II, 13VAC10-180-60, of the Qualified Allocation Plan (the "Plan") of the Virginia Housing (the "Authority" formerly VHDA) for the allocation of federal low income housing tax credits ("Credits") available under §42 of the Internal Revenue Code, as amended (the "Code") establishes certain requirements for receiving credits from the non-profit pool established under the Plan and assigning points for participation of a non-profit organization in the development of qualified low-income housing.

Answers to the following questions will be used by the Authority in its evaluation of whether or not an applicant meets such requirements. [Attach additional sheets as necessary to complete each question.](#)

1. General Information

- Name of development: _____
 - Name of owner/applicant: _____
 - Name of non-profit entity: _____
 - Address of principal place of business of non-profit entity:

 - Tax exempt status: 501(c)(3) 501(c)(4) 501(a)
 - Date of legal formation of non-profit (must be prior to application deadline); _____
evidenced by the following documentation:

 - Date of IRS 501(c)(3) or 501(c)(4) determination letter (must be prior to application deadline and copy must be attached):

 - Describe exempt purposes (must include the fostering of low-income housing in its articles of incorporation):

 - How many full time, paid staff members does the non-profit and, if applicable, any other non-profit organization(s) ("related non-profit(s)") of which the non-profit is a subsidiary or to which the non-profit is otherwise related have (i.e. by shared directors, staff, etc.)?
_____ How many part time, paid staff members? _____
- Describe the duties of all staff members:

Non-profit Questionnaire, cont'd

- Does the non-profit share staff with any other entity besides a related non-profit described above?

Yes No If yes, explain in detail: _____

- What are the sources and manner of funding of the non-profit? (You must disclose all financial and/ or the arrangements with any individual(s) or for profit entity, including anyone or any entity related, directly, indirectly, to the Owner of the Development

- List all directors of the non-profit, their occupations, their length of service on the board, and their residential addresses:

2. Non-profit Formation

- If this is your first Non-profit Questionnaire in Virginia please explain in detail the genesis of the formation of the non-profit; otherwise please skip this question:

- Is the non-profit, or has it ever been, affiliated with or controlled by a for-profit entity or local housing authority?

Yes No If yes, explain in detail:

- Has any for profit organization or local housing authority (including the Owner of the Development, joint venture partner, or any individual or entity directly or indirectly related to such Owner) appointed any directors to the governing board of the non-profit?

Yes No If yes, explain:

- Does any for-profit organization or local housing authority have the right to make such appointments?

Yes No If yes, explain:

Non-profit Questionnaire, cont'd

- Does any for profit organization or local housing authority have any other affiliation with the non-profit or have any other relationship with the non-profit in which it exercises or has the right to exercise any other type of control?

Yes No, If yes, explain: _____

- Was the non-profit formed by any individual(s) or for profit entity for the principal purpose of being included in the non-profit Pool or receiving points for non-profit participation under the Plan?

Yes No

- Explain any experience you are seeking to claim as a related or subsidiary non-profit.

3. Non-profit Involvement

- Is the non-profit assured of owning an interest in the Development (either directly or through a wholly owned subsidiary) throughout the Compliance Period (as defined in

§42(i)(1) of the Code)?

Yes No

(i) Will the non-profit own at least 10% of the general partnership/owning entity?

Yes No

(ii) Will the non-profit own 100% of the general partnership interest/owning entity?

Yes No

If no to either 3a.i or 3a.ii above, specifically describe the non-profit's ownership interest:

- (i) Will the non-profit be the managing member or managing general partner?

Yes No If yes, where in the partnership/operating agreement is this provision specifically referenced?

(ii) Will the non-profit be the managing member or own more than 50% of the general partnership interest? Yes No

- Will the non-profit have the option or right of first refusal to purchase the proposed development at the end of the compliance period for a price not to exceed the outstanding debt and exit taxes of the for-profit entity?

Yes No If yes, where in the partnership/operating agreement is this provision specifically referenced?

Non-profit Questionnaire, cont'd

Recordable agreement attached to the Tax Credit Application as TAB V

If no at the end of the compliance period explain how the disposition of the assets will be structured:

- Is the non-profit materially participating (regular, continuous, and substantial participation) in the construction or rehabilitation and operation or management of the proposed Development?

Yes No If yes,

- (i) Describe the non-profit's proposed involvement in the construction or rehabilitation of the Development:

- (ii) Describe the nature and extent of the non-profit's involvement in the operation or management of the Development throughout the Extended Use Period (the entire time period of occupancy restrictions of the low-income units in the Development):

- (iii) Will the non-profit invest in its overall interaction with the development more than 500 hours annually to this venture? Yes No If yes, subdivide the annual hours by activity and staff responsible and explain in detail:

- If this is a joint venture, (i.e. the non-profit is not the sole general partner/managing member), explain the nature and extent of the joint venture partner's involvement in the construction or rehabilitation and operation or management of the proposed development.

- Is a for profit entity providing development services (excluding architectural, engineering, legal, and accounting services) to the proposed development?

Yes No If yes,

- (i) explain the nature and extent of the consultant's involvement in the construction or rehabilitation and operation or management of the proposed development.

- Will the non-profit or the Owner (as identified in the application) pay a joint venture partner or consultant fee for providing development services? Yes No If yes, explain the amount and source of the funds for such payments.

Non-profit Questionnaire, cont'd

- Will any portion of the developer's fee which the non-profit expects to collect from its participation in the development be used to pay any consultant fee or any other fee to a third party entity or joint venture partner? Yes No If yes, explain in detail the amount and timing of such payments.

- Will the joint venture partner or for-profit consultant be compensated (receive income) in any other manner, such as builder's profit, architectural and engineering fees, or cash flow?
 Yes No If yes, explain:

- Will any member of the board of directors, officer, or staff member of the non-profit participate in the development and/or operation of the proposed development in any for-profit capacity?
 Yes No If yes, explain:

- Disclose any business or personal (including family) relationships that any of the staff members, directors or other principals involved in the formation or operation of the non-profit have, either directly or indirectly, with any persons or entities involved or to be involved in the Development on a for-profit basis including, but not limited to the Owner of the Development, any of its for-profit general partners, employees, limited partners or any other parties directly or indirectly related to such Owner:

Non-profit Questionnaire, cont'd

4. Virginia and Community Activity

- Has the Virginia State Corporation Commission authorized the non-profit to do business in Virginia? Yes No

- Define the non-profit's geographic target area or population to be served:

- Does the non-profit or, if applicable, related non-profit have experience serving the community where the proposed development is located (including advocacy, organizing, development, management, or facilitation, but not limited to housing initiatives)?
 Yes No If yes, or no, explain nature, extent and duration of any service:

- Does the non-profit's by laws or board resolutions provide a formal process for low income, program beneficiaries to advise the non-profit on design, location of sites, development and management of affordable housing? Yes No If yes, explain:

- Has the Virginia Department of Agriculture and Consumer Services (Division of Consumer Affairs) authorized the non-profit to solicit contributions/donations in the target community?
 Yes No

- Does the non-profit have demonstrated support (preferably financial) from established organizations, institutions, businesses and individuals in the target community?
 Yes No If yes, explain:

- Has the non-profit conducted any meetings with neighborhood, civic, or community groups and/or tenant associations to discuss the proposed development and solicit input? Yes No If yes, describe the general discussion points:

- Are at least 33% of the members of the board of directors representatives of the community being served? Yes No If yes,
 - (i) low-income residents of the community? Yes No
 - (ii) elected representatives of low-income neighborhood organizations? Yes No

Non-profit Questionnaire, cont'd

- Are no more than 33% of the members of the board of directors representatives of the public sector (i.e. public officials or employees or those appointed to the board by public officials)? Yes No
- Does the board of directors hold regular meetings which are well attended and accessible to the target community? Yes No If yes, explain the meeting schedule:

- Has the non-profit received a Community Housing Development Organization (CHDO) designation, as defined by the U. S. Department of Housing and Urban Development's HOME regulations, from the state or a local participating jurisdiction? Yes No
- Has the non-profit been awarded state or local funds for the purpose of supporting overhead and operating expenses? Yes No If yes, explain in detail:

- Has the non-profit been formally designated by the local government as the principal community-based non-profit housing development organization for the selected target area? Yes No If yes, explain:

- Has the non-profit ever applied for Low Income Housing Tax Credits for a development in which it acted as a joint venture partner with a for-profit entity? Yes No If yes, note each such application including: the development name and location, the date of application, the non-profit's role and ownership status in the development, the name and principals of the joint venture partners, the name and principals of the general contractor, the name and principals of the management entity, the result of the application, and the current status of the development(s).

- Has the non-profit ever applied for Low Income Housing Tax Credits for a development in which it acted as the sole general partner/managing member? Yes No If yes, note each such development including the name and location, the date of the application, the result of the application, and the current status of the development(s).

- To the best of your knowledge, has this development, or a similar development on the same site, ever received tax credits before? Yes No

- Has the non-profit completed a community needs assessment that is no more than three years old and that, at a minimum identifies all of the defined target area's housing needs and resources? Yes No If yes, explain the need identified:


Non-profit Questionnaire, cont'd

5. Attachments

Documentation of any of the above need not be submitted unless requested by VHDA

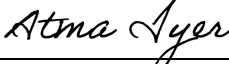
The undersigned Owner and non-profit hereby each certify that, to the best of its knowledge, all of the foregoing information is complete and accurate. Furthermore, each certifies that no attempt has been or will be made to circumvent the requirements for non-profit participation contained in the Plan or Section 42 of the Internal Revenue Code.

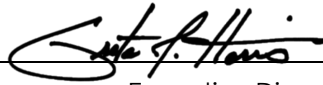
Date

Owner/Applicant
By: 

Its: _____
Title

Date

Non-profit
By: 

Board Chairman
By: 

Executive Director

INTERNAL REVENUE SERVICE

FAX TRANSMISSION
Cover SheetDate: January 27, 2016**To:** GRETA J HARRISAddress/Organization: BETTER HOUSING COALITIONFax Number: (804) 644-1057

Office Number: _____

From: Diehl Rhonda M

Address/Organization: _____

Fax Number: _____

Office Number: _____

Number of pages:

*Including cover page***Subject:**

This communication is intended for the sole use of the individual to whom it is addressed and may contain confidential information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited by the provisions of the Internal Revenue code. If you have received this communication in error, please contact the sender immediately by telephone. Thank you.



**Department of the Treasury
Internal Revenue Service
Cincinnati, OH 45999**

In reply refer to: 0231574829
Jan 27, 2016 LTR 147C
54-1479059

**BETTER HOUSING COALITION
23 W BROAD ST STE 100
RICHMOND VA 23220-4295 254**

Taxpayer Identification Number: 54-1479059

Form(s):

Dear Taxpayer:

Thank you for your telephone inquiry of January 20th, 2016.

Your Employer Identification Number (EIN) is 54-1479059. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 10:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

Mrs. Diehl
1001808884
Customer Service Representative

9/22/88
FINAL
FILED WITH
STATE CORP.
COMM. BY
RICHARD STARKE

ARTICLES OF RESTATEMENT
RESTATING
THE ARTICLES OF INCORPORATION OF
RICHMOND BETTER HOUSING COALITION

1. The name of the nonstock corporation is:
Richmond Better Housing Coalition

2. The text of the Restated Articles of Incorporation is the text attached hereto and incorporated herein as Exhibit 1.

3. The Restated Articles of Incorporation were adopted as of August 24, 1988, by action of the Board of Directors at a duly called meeting of the Board of Directors. The restatement does not contain an amendment requiring members' approval.

IN WITNESS WHEREOF, the undersigned corporation has caused these Articles to be executed in its name by the Chairman of the Board of Directors.

RICHMOND BETTER HOUSING COALITION

By: Mary Tyler Cheek
Name: Mary Tyler Cheek
Title: Chairman of the Board of Directors

Filed with State Corporation Commission
September 22, 1988

EXHIBIT 1

AMENDED AND RESTATED ARTICLES OF INCORPORATION

OF

RICHMOND BETTER HOUSING COALITION

A Virginia Non-Stock Corporation

I

The name of the Corporation is Richmond Better Housing Coalition.

II

The Corporation is organized entirely for the charitable purposes of ensuring that every resident of the City of Richmond, Virginia, metropolitan area shall have a decent, safe and affordable place to live, and shall undertake any and all lawful activities which may be necessary, useful or desirable for the furtherance, accomplishment, fostering or attainment of the foregoing purposes, either directly or indirectly, and either alone or in conjunction or cooperation with others, whether such others be persons or organizations of any kind or nature, such as corporations, firms, associations, trusts, institutions, foundations, or governmental bureaus, departments or agencies. The Corporation shall at all times act as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

III

Membership in the Corporation shall be open, without regard to race, age, creed, sex or national origin, to any entity operating, and any individual residing, in the City of Richmond, Virginia, metropolitan area, provided that the prospective member supports the purposes of the Corporation.

IV

(1) The entire voting power of the Corporation shall be vested in the Board of Directors of the Corporation. Except for the initial Board of Directors of the Corporation, the Board of Directors shall be comprised of twenty-five (25) Directors, of whom not less than four nor more than eight shall be representatives of each of the following classes: (a) non-profit organizations based in lower income communities; (b) non-profit organizations serving lower income communities; (c) religious and other non-profit organizations, local governments, public agencies and businesses; and (d) individuals. No distinction shall be made among Directors for voting privileges and all Directors shall have an equal vote on all matters before the Board of Directors.

(2) The Directors constituting the initial Board of Directors shall hold office until the first annual meeting of the members. At that meeting, not more than twenty-five (25) Directors shall be elected, one-third of whom, as near as may be, shall serve one year terms, one-third of whom, as near as may be, shall serve two year terms, and one-third of whom, as near as may be, shall serve three year terms. At each subsequent annual meeting of members, Directors shall be chosen to succeed those whose terms expire, and shall themselves serve terms of three years.

(3) Any Director who has completed two full three year terms shall be ineligible for reelection until one year has elapsed.

V

(A) In furtherance, but not in limitation, of its charitable and educational purposes, the Corporation shall have the following powers:

(1) To solicit, collect and receive money and other assets, and to administer funds and contributions received by grant, gift, deed, bequest or devise, and otherwise to acquire money, securities, property, rights and services of every kind and description, and to hold, invest, expend, contribute, use, sell or otherwise dispose

of any money, securities, property, rights or services so acquired for the purposes above mentioned;

(2) To borrow money and to make, accept, endorse, execute and issue bonds, debentures, promissory notes, and other corporate obligations, for moneys borrowed, or in payment for property acquired or for any of the purposes of the corporation, and to secure payment of any such obligation by mortgage, pledge, deed, indenture, agreement or other instrument of trust, or by other lien upon, assignment of or agreement in regard to all or any part of the property, rights or privileges of the Corporation;

(3) To invest and reinvest its funds in such mortgages, bonds, notes, debentures, shares of preferred and common stock, and any other securities of any kind whatsoever, and property, real, personal or mixed, tangible or intangible, all as the Corporation's Board of Directors shall deem advisable and as may be permitted by law;

(4) To engage in housing production and related activities in order to improve the living conditions of the residents of the Richmond metropolitan area;

(5) To engage in any and all other activities which will directly or indirectly improve the welfare and economic conditions of said residents; and

(6) To exercise all other rights and powers conferred upon corporations formed under the Virginia Nonstock Corporation Act, provided, however, that the Corporation shall not engage in any activities or exercise any powers, including those specifically mentioned herein, that are not in furtherance of the specific and primary charitable and educational purposes of the Corporation.

(B) All of the foregoing purposes and powers shall be exercised exclusively for charitable and educational purposes in such manner that the Corporation shall qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, as they are currently and shall hereinafter be in force and effect.

VI

(1) No part of the net earnings of the Corporation shall inure to the benefit of any Director, officer or employee of the Corporation, or any other person (except that reasonable compensation may be paid for services rendered to or for the Corporation as to its purposes). Except in accordance with Section 13.1-871 of the Code of Virginia of 1950, as amended, and as permitted under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the Corporation shall not enter into any transaction in which a Director of the Corporation has a direct or indirect personal interest.

(2) Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, disburse all assets of the Corporation to one or more organizations organized and operated exclusively for charitable, educational, or civic purposes which at that time qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Any such assets not so disbursed shall be disbursed by the appropriate court of the City of Richmond, Virginia, exclusively for such purposes or to such organizations, all as determined by such Court.

(3) The Corporation shall not participate or intervene as to any political campaign on behalf of (or in opposition to) any candidate for public office, nor shall any substantial part of its activities consist of attempts to influence legislation, except as otherwise allowed by Subsection 501(h) of the Internal Revenue Code of 1986, as amended.

VII

(1) The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrative or investigative (including an action or suit by or in the right of the Corporation to procure a judgment in its favor) by reason of the fact that he or she is or

was a Director or officer of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, partner, trustee, employee, or agent of another corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, against judgments, fines, amounts paid in settlement, and expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection with such action, suit or proceeding; provided that the Corporation shall not indemnify any such person against (a) his or her willful misconduct; (b) a knowing violation of the criminal law; or (c) any conduct for which indemnification is now or hereafter prohibited by any applicable law or regulation. A Director or officer of the Corporation is considered to be serving an employee benefit plan at the Corporation's request if his or her duties to the Corporation also impose duties on him or her or otherwise involve services by him or her to the plan or to participants in or beneficiaries of the plan.

(2) To the extent that any such person entirely prevails in the defense of any action, suit or proceeding referred to in section (1) of this Article VII or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by him or her in connection therewith.

(3) Any indemnification under section (1) of this Article VII (unless ordered by a court) shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of any such person is proper in the circumstances because he or she has met the applicable standard of conduct. Such determination shall be made (a) by the Corporation's Board of Directors by a majority vote of a quorum consisting of Directors who were not at the time parties to such action, suit or proceeding; or (b) by special legal counsel, (i) selected by the Board of Directors in the manner prescribed in subsection (a) of this section (3) of this Article VII, or (ii) if a quorum of the Board of Directors cannot be obtained under such subsection (a), selected by majority vote of the full Board of Directors, in which selection directors who are at the time parties to the proceeding may participate. If the determination is to be made by the Directors, they may rely, as to all questions of law, on

the advice of independent counsel. The termination of a proceeding by judgment, order, settlement or conviction is not, of itself, determinative that a person is not entitled to indemnification under this Article VII.

(4) Expenses (including attorneys' fees) incurred in defending an action, suit or proceeding, whether civil, criminal, administrative, arbitrative or investigative, may be paid (but shall not hereby be required to be paid) by the Corporation in advance of the final disposition of such action, suit or proceeding if (a) such person furnished the Corporation a written statement of his or her good faith belief that he or she is entitled to indemnification pursuant to this Article VII; (b) such person furnishes the Corporation a written undertaking, executed personally or on his or her behalf, to repay the advance if it is ultimately determined that he or she did not meet the standard for indemnification under this Article VII; and (c) a determination is made in the manner provided in section (3) of this Article VII that the facts then known to those making the determination would not preclude indemnification under this Article VII. The undertaking required by this section (4) shall be an unlimited general obligation of the person being indemnified but need not be secured and may be accepted without reference to his or her financial ability to make repayment.

(5) The Board of Directors is hereby empowered, by majority vote of a quorum of disinterested Directors, to cause the Corporation to indemnify, or contract in advance to indemnify, any person not specified in section (1) who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrative or investigative, by reason of the fact that he or she is or was an employee or agent of the Corporation, or is or was serving at the request of the Corporation as an employee or agent of another corporation, partnership, joint venture, trust or another enterprise, to the same extent as if such person were specified as one to whom indemnification is granted in section (1). The provisions of sections (2) through (4) of this Article VII shall be applicable to any indemnification provided hereafter pursuant to this section (5).

(6) The Corporation may purchase and maintain insurance to indemnify it against the whole or any portion of the liability assumed by it in accordance with this Article VII and may also procure insurance, in such amounts as the Board of Directors may determine, on behalf of any person who is or was a Director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability under the provisions of this Article VII.

(7) Every reference herein to Director, officer, employee or agent shall include former Directors, officers, employees and agents and their respective heirs, executors and administrators. The indemnification hereby provided and provided hereafter pursuant to the power hereby conferred on the Board of Directors shall not be exclusive of any other rights to which any person may be entitled, including any right under policies of insurance that may be purchased and maintained by the Corporation or others, with respect to claims, issues or matters in relation to which the Corporation would not have the power to indemnify such person under the provisions of this Article VII.

Mary Tyler Cheek
Mary Tyler Cheek, Chairman
of the Board of Directors

Dated: September 22, 1988

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
31 HOPKINS PLAZA
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

OCT 26 REC'D

Date: OCT 21 1992

Employer Identification Number:

54-1479059

Contact Person:

M MCCARTHY

Contact Telephone Number:

(410) 962-7756

RICHMOND BETTER HOUSING COALITION
601 S BELVEDERE ST
RICHMOND, VA 23220-6504

Our Letter Dated:

January 3, 1989

Addendum Applies:

Yes.

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

Letter 1050(DO/CG)

RICHMOND BETTER HOUSING COALITION

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A. J. Lightower
District Director

Enclosure:
Addendum

RICHMOND BETTER HOUSING COALITION

Guidelines under which private foundations may rely on this determination, for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 844.

You are required to make available for public inspection a copy of your exemption application, and supporting documents, and this exemption letter. If you are required to file an annual information return, you are also required to make a copy of the return available for public inspection for three years after the return is due. Failure to make these documents available for public inspection may subject you to a penalty of \$10 per day for each day there is a failure to comply (up maximum of \$5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454 for additional information.

General Organization Background

2.1 BHC MISSION AND VALUES

At BHC, all staff are expected to know and to keep BHC's mission and values at the forefront of their work activities. It is crucial that each staff understand how their role and tasks at BHC contribute to the mission and how other staff make equally valuable contributions through their roles. It is equally important that staff support each other and reinforce each other by providing feedback to others on performance and actively acknowledging the attempts, successes and challenges in carrying out their duties for the benefits of those we serve. CSW staff are responsible for engaging in exploration of the mission and values throughout their tenure at BHC during supervision and at staff meetings.

BHC MISSION

Better Housing Coalition changes lives and transforms communities through high quality affordable housing.

BHC VALUES

WE BUILD OPPORTUNITIES FOR PEOPLE AND COMMUNITIES.

While our primary lines of business involve bricks, mortar and building, our ultimate goal is to help people and the places they call home realize their fullest potential.

WE CARE, WE LEARN, WE SHARE.

We are passionate about our work and each other. As we move towards our mission, we are open to taking calculated risks as long as we learn and grow from these experiences. We want to share our knowledge with one another and our industry to improve community impacts.

WE DO WHAT'S RIGHT AND NOT WHAT'S EASY.

We stand for integrity. In everything we do, we want to be held accountable for quality, meaningful and respectful service to our residents, partners and colleagues.

WE EMBRACE CHANGE FOR GOOD.

We seek innovative thinking and action to result in greater efficiencies and effectiveness to advance our mission, improve our company and realize positive community change.

WE STRIVE TO BE THE BEST WHILE HAVING FUN.

We want to be the best employer, partner and industry leader in making good things happen for the families and communities we serve. We want to utilize the highest standards of excellence in all aspects of our business. As we go about doing our work, we want to have joy in our hearts and smiles on our faces.

2.2 HISTORY OF BETTER HOUSING

Better Housing Coalition (BHC), established in 1988, is a private, non-profit community development organization. Our mission: Better Housing Coalition changes lives and transforms communities through high quality affordable housing.

Mary Tyler Cheek McClenahan and Carter McDowell initially began Better Housing as a coalition of individuals and organizations interested in improving the quality and quantity of affordable housing choices in the Richmond area. To actualize this concept, T.K. Somanath was hired as BHC's first executive director. With the help of public, private and non-profit partners and grassroots neighborhood leadership, BHC began to make its impact on the Richmond region.

From the beginning of our community revitalization efforts at BHC, we have strategically targeted areas of Richmond and the surrounding counties that would change the face of a community and serve as a catalyst for both physical and social neighborhood change. By building communities and providing services that promote human dignity for all ages and people, by promoting a balance of economic prosperity and environmental responsibility, we seek to make a positive difference in the lives of Virginia residents through community development initiatives that provide citizens the opportunity to enjoy the highest quality of life.

For BHC, revitalization means approaching each neighborhood and community that we are invited to work in with a holistic framework for stability and sustainability. A core value of Better Housing recognizes that the rebuilding of neglected communities requires more than bricks and mortar. Once BHC commits to a community, we remain invested over time; we provide dedicated, highly experienced staffs that are devoted to the communities they serve and work in conjunction with residents to address issues of public safety and crime, improve schools and provide real economic development opportunities.

Better Housing Coalition recognizes that the success of our housing is measured by the success of our residents. In 1997, BHC began its own property management company to ensure that all residents were treated with respect and to ensure that community assets were maintained for the benefit of all. In 1998, we incorporated community social work services into our neighborhoods and based social work staff on-site. Through the community social work department, we work with residents to improve their social, psychological and economic well-being. The program provides enrichment and intervention services for all age groups and assists residents in building strong communities.

As part of our overall mission of rebuilding communities, Better Housing Coalition develops properties that are strategically targeted to increase the supply of affordable housing and to stimulate neighborhood residential and commercial development. BHC's investment has been a catalyst for other public and private investment. Blight has been replaced with renovated homes and new homes blend seamlessly into the historical fabric of the neighborhoods.

Since the founding of BHC, nearly 1500 affordable rental apartments and 200 homes for first time homebuyers have been built representing an investment of over \$100 million. BHC's programs have served over 3000 families.

2.3 OVERVIEW OF ORGANIZATION OF BETTER HOUSING

Better Housing is comprised of a number of different departments and areas that work together to accomplish our mission. The areas below provide a general description of the main components of BHC and an organizational chart has been included in the appendix. In 2020, there are over 65 employees of BHC.

Development

This area consists of the planning, acquisition, financing and building of both our multi-family properties as well as our single family homes. This department works closely with accounting, asset management and property management. Community social work intersects with development during the planning phase of a community and sometimes when relocation is involved in a multi-family revitalization effort. CSW staff also work with the single family component of this area to help residents learn about the possibilities of home ownership. This department is located at the main office and is often at sites during construction.

Property Management (BHCM)

The main responsibility of the property management company is to ensure that BHC assets are maintained and viable for the good of the entire community. Their principal tasks consist of leasing, collecting rent and other fees as appropriate, ensuring compliance with the lease and all local, state and federal requirements, ensuring compliance with financing entity's requirements and ensuring that physical buildings and land of the communities are safe and appropriately maintained. Maintenance staff ensure that the systems in resident units are working properly and common spaces and external areas are clean, safe and attractive. In addition, property management staff work to create a welcoming and vibrant community through celebrations and events, often in conjunction with resident services staff. Staff in this area is located at the main office and at the individual BHC communities.

Administration & Accounting and External Affairs

Staff in this area provide services for BHC as a whole organization through governance and leadership, managing finances, asset management, human resources, fund raising and promoting the organization to others. CSW works closely with external affairs for fund raising purposes and for marketing purposes. There are many different staff that contribute to these functions and most are located at the main office.

Community Social Work/Resident Services

Community social work staff is charged with assisting BHC residents to reach their individual and household goals. Staff also works with BHC communities as a whole to build and enhance both formal and informal networks and support resident leadership and special initiatives. CSW works closely with property management staff to prevent evictions and maintain stability in our communities. Staff in this department often rotate to various sites and work directly in our larger family communities.

Please see the following sections for more detailed information about CSW

3.1 BHC COMMUNITY SOCIAL WORK HISTORY

As mentioned previously, the community social work department began in 1998. At that time, the sole social worker provided outreach into the Cary 2000 community, then a newly revitalized neighborhood of apartment homes and renovated single family dwellings. She also worked with the elders at Columns on Grove, an age-restricted community in the fan. The social worker's role at Cary 2000 at that time was to provide assistance to families and other BHC residents and also to support the general community building in the larger neighborhood. A small after-school program existed on Rowland Street where property management and social work staff were located. Community organizing was an integral strategy with a focus on crime reduction. Work at Columns focused on individual case management and service referrals.

When Better Housing Coalition began revitalization plans began at Winchester Greens, then Park Lee Apartments, in Chesterfield, social work staff worked with existing residents, BHC administration and staff, Chesterfield County staff, architects, the newly created property management department and other interested stakeholders such as the area school principle, sports coaches, leaders of faith communities and others to help residents determine what they desired and what was needed in their new community. This bottom-up approach formed the blueprint for the new community, Winchester Greens. Through participatory research conducted by the residents themselves with guidance from VCU School of Social Work, neighbors were very clear that they wanted a diverse community: they wanted to live with people of different incomes, races, ages, family make-up. They stated that they needed affordable child care and access to employment assistance. It was important that children were safe after school while parents worked. Transportation was a significant challenge. Through the efforts of the residents, the development, property management and the social work teams and with extraordinary assistance from Chesterfield County departments, the poverty stricken and crime ridden Park Lee was transformed over several years into a beautiful, safe, economically diverse community that anyone would be proud to call home.

Social work services began to change at this time from a 'doing for' model to a 'doing with', teaching/coaching model. Externally, welfare reform pushed consumers to change behavior as did the enforcement of the lease by property management. Slowly, through intensive family and community work, on-site after school program and a caring community, the culture of Winchester Greens began to change in a positive manner and residents began to hold each other accountable for the consequences of their actions. Crime was reduced, school truancy became unacceptable, fewer children dropped out of school and graduation rates increased. The first college bound graduates were celebrated far and wide. Today, Market Square Senior Apartments exist on the Winchester Greens campus as do commercial neighbors and a child care center. The blueprint created by the residents was completed.

During this time, many of our smaller communities, Rockwood Village, St Andrews, Randolph Place, Market Square and Monarch Woods, came into being and the number of our independent senior living communities increased. In each community BHC learned many lessons in development, property management and social work. Social work staff increased and became more specialized. CSW staff had backgrounds in nursing, vocational work, adolescent trauma and elder services. Our practice with elders expanded and became focused on assisting seniors to age in place. Health and wellness activities proved very successful and resident's quality of life was significantly affected in a positive manner and there was a shift in the culture in our oldest senior communities

By the time that Carter Woods in Henrico County began to be considered, our model of combining engagement, assessment and both long and short term case management was well-established.

Partnerships were created with public, non-profit organizations and the business community. When BHC moved to Petersburg with an entirely new social services environment, CSW met the challenge well and assisted our newest residents at that time to make Claiborne Square home.

Because Winchester Greens was viewed as such a success, there was an expectation and hope that the work done in Chesterfield would transfer to Lincoln Mews on Northside in Richmond. Social work staff was on-site before BHC actually owned this property and was instrumental in assessing the strengths and challenges of this community. Staff also worked closely with the development staff to survey each household about their existing apartment and provided information about what BHC hoped to physically accomplish on North Avenue. Property management staff worked extraordinarily hard together with social work to assist families to vacate their old apartment and move into their new homes. This revitalization used the Winchester Greens model which prevented displacement of community members. A new community center was created; residents could meet and use the services and the after school program had a permanent location. Green space was created, playgrounds were built, new neighbors, some of whom served our country in war, moved in. All staff engaged the community over the past nine years with diligence and patience. It seems that although it has taken a long time, there is a positive and hopeful spirit of engagement at Lincoln Mews these days. All of us together with the residents will further this growth.

**Better Housing Coalition
AFFILIATE NONPROFIT ENTITIES
(Non-Tax Credit)**

NAME OF OWNER	NAME OF SPONSOR	NUMBER OF UNITS	NAME OF PROJECT	LOCATION	STATUS	PROGRAM	COMMUNITY PARTNERS
Affordable Residences in Chesterfield ARC Non-Profit 501c3	BHC Sponsor	82 Units Senior	Rockwood Village Age 62+	Price Club Blvd. Chesterfield	Occupied	HUD Section 202	Rockwood Resident Advisory Council
Affordable Residences in Chesterfield, II ARC II Non-Profit 501c3	BHC Sponsor	240 Townhouses 13,000 s.f. Childcare Center	Winchester Greens	off Jeff. Davis Highway Chesterfield	Occupied	HUD Grant 501(c)(3) Bonds CDBG	Winchester Greens Resident Council Jeff. Davis Hwy. Business Council Bensley Civic Assoc.
Richmond Urban Senior Housing, Inc. RUSHI Non-Profit 501c3	BHC Sponsor	71 Units Senior	Monarch Woods Age 62+	Jahnke & German School Roads Chesterfield	Occupied	HUD Section 202	Jahnke Road Community Development Assoc.
Richmond Affordable Housing RAH Non-Profit 501c3							
	na	na	Winchester Greens Single Family	off Jeff. Davis Highway Chesterfield	na	na	na
	PAD South, Managing Member	Bank Offices Retail	Winchester Greens Commercial	off Jeff. Davis Highway Chesterfield	na	na	na
	RAH, owner of 100% of PAD South stock						
	Winchester Commons, LLC Winchester Commons, LLC II						
na	21	1617-1621 Grove Avenue, LP	23 W. Broad Street Richmond	Occupied	na	na	
BHC Management Company BHCM Non-Profit 501c4	Management Corporation	All BHC sponsored rental developments (see attached multifamily chart)	BHC Management Company	23 W. Broad Street Richmond	na	na	na

STAFF EXPERIENCE AND QUALIFICATIONS

Better Housing Coalition and its affiliate corporations share 66 full-time associates. BHC staff members are experienced providers of affordable housing to low-income families, providing permanent benefits to low-income residents of the communities we have targeted. Solving complex housing problems requires a pooling of talent, creativity and energy. BHC's dedicated staff has proven its ability to provide the leadership and follow-through necessary to network resources and revitalize deteriorated properties and produce long-term solutions. Together, we have eliminated some of the most serious sub-standard housing in Richmond. Staff members who will have involvement in this development are listed as follows:

Greta J. Harris, M.S., President and Chief Executive Officer, provides leadership for all BHC programs and all aspects of operations. She networks with housing organizations (non-profit, public and private) that are concerned with housing low-to-middle income families in the Richmond metro area. She develops good collaborative relationships and an effective communication network with neighborhood organizations, civic leaders, members of City Council, the City Planning Commission, the City Administration, HUD, VHDA, local financial institutions, and community and professional consultants. She works with BHC's broad-based Board of Directors, volunteers, consultants and associates to expand housing production efforts. She oversees the writing and submission of grant proposals, while developing innovative programs to increase funding to solve the area's housing problems. Prior to her current position with BHC, Ms. Harris served as vice president for the Local Initiatives Support Corporation (LISC). In this role, she provided strategic and managerial support to 10 of LISC's local offices in southern and mid-western regions. Prior to that, she was the senior program director for Virginia LISC. Ms. Harris serves on the City of Richmond's Economic Development Authority and has been a member of the Federal Reserve Bank's Board of Governors' Consumer Advisory Council, the Virginia Housing Coalition, the Richmond Community Development Alliance and Seven Hills Boys Middle School. Among other community leadership roles she has held within the region, she is also a member of LMR's Class of 1995. Greta earned her bachelor degree in architecture from V.P.I.S.U., and holds a master of science in architecture and urban design from Columbia University.

Julie Hovermale, CPA, Vice President and Chief Financial Officer, directs the organization's financial activities, planning and accounting practices as well as its relationship with lending institutions, shareholders, and the financial community. Overseeing an array of financing including bank loans, Federal Low Income Housing Tax Credits, HUD 202 grants, and publicly traded bonds, she ensures that all entities are in compliance with GAAP and current tax codes. Mrs. Hovermale previously served as the Director of Finance for Virginia Supportive Housing (VSH). VSH is a not-for-profit with a mission of providing permanent supportive housing to homeless single adults. Earlier in her career Julie worked for several years at Keiter, an accounting firm based in central Virginia. Her specialty was in the real estate and construction industries. She also is past board member for Big Brothers Big Sisters serving for five years two of which as their Treasurer. Julie earned her bachelor degree in Accounting from Virginia Commonwealth University and is a Certified Public Accountant.

Joyce Jackson, M.S.W., Vice President of Community Social Work, provides oversight for all aspects of the Community Social Work (CSW) department, including program development and evaluation, community resource development, advocacy and fund raising. As a member of the senior management team, Ms. Jackson develops goals and objective for the community social work component of services offered by BHC properties. She supervises the Program Director of Senior Services, Senior Specialist II, Site Director, Program Director and Community Social Worker. Upon her arrival at BHC in 1999, Ms. Jackson developed the CSW department, which includes a

case management component, as well as the creation and implementation of a self- sufficiency service delivery system. Her past work has included implementing innovative permanent and transitional housing programs for the homeless and other special needs populations. She is a graduate of Columbia University Graduate School of Social Work. She has also served as adjunct faculty of the School of Social Work at V.C.U.

Marilynn McAteer, M.U.R.P., M.P.A., Vice President of Planning and Evaluation, is a member of the senior leadership team and coordinates pre-development research on prospective real estate development as well as securing grant funding for capital needs. She leads the Strategic Planning process for the organization. She often represents the organization on housing and community development issues in the community. Ms. McAteer serves on the Richmond Planning Commission, Richmond Chapter of the Urban Land Institute's Program Committee and the Partnership for Smarter Growth Advisory Committee. She holds Masters degrees in Public Administration and in Urban and Regional Planning, both from V.C.U.

Matthew Scaparro, Vice President of Property Management, joined BHC in 2019 and is in charge of managing approximately 1500 apartment units. He served as the Director of Property Management for Community Housing Initiatives for 7 years. Additional experience includes serving as Vice President and Chief Operating Officer for Wilmington Housing Authority and Director of Operations for Durham Housing Authority. Matthew has a Bachelor of Science Degree from Upper Iowa University and holds the following certifications and Designations: CPM, PHM, COS, CAM, LIHTC

Vice President of Real Estate Development, The Vice President of Real Estate Development, is charged with strategic and operational leadership of multi-family, single family and construction management division efforts. Major goals include portfolio diversification and substantial growth over the next 3-5 years.

Lee Alford, Director of Real Estate – Multi-Family, re-joined BHC in 2019 as Director of Real Estate, Multi-Family. In this role, he oversees the development of BHC's multi-family rental communities. Lee previously worked for BHC for 5 years as a Senior Project Manager where he was responsible for \$25 million of multifamily development throughout Central Virginia, ranging in size from 20 to 75 homes. Lee has also worked as a Senior Development Officer with Community Preservation & Development Corporation. He holds a Bachelor of Business Administration and a Master of Business Administration.

Mario Wells, Real Estate Development Manager, joined BHC in May 2021. In this role, he is responsible for the management of various project segments, which may include initial research, financial modeling, feasibility analysis, architectural coordination, construction management and coordination, and obtaining lending. Mario has worked in the affordable housing field for over 9 years serving in various project manager roles at Enterprise Community Development, Community Housing Partners and Virginia Housing (formerly Virginia Housing and Development Authority). He earned three degrees from Virginia Commonwealth University: Masters in Urban and Regional Planning with a certificate/concentration in Urban Revitalization and Community Development; Bachelor of Arts in Political Science; Bachelor of Science in Criminal Justice.

Jessie Ewald, Construction Project Manager, joined BHC in 2021, as the Construction Manager on the Real Estate Development Team. In this role she is involved in the pre-construction design process and provides oversight of new construction projects and renovations of existing properties. Jessie has 15 years' experience in the engineering and construction industry, and is a licensed Professional Engineer. She is a graduate of the ChamberRVA Leadership Lab, and has served on the Board of CREW Richmond, the Richmond Joint Engineering Council, BHC's Culture Committee and St. Joseph's Villa Blue Grass Ball Planning Team. She was recognized as a Top 25 "Woman to Watch in Richmond Commercial Real Estate" in 2015 & a 2017 "Rising Star" by the American Council of Engineering Companies of VA.

Maria Tabacchi, Development Associate, supports the VP and Director of Real Estate Development, as well as the VP of Planning and Evaluation. She is responsible for completing applications for funding from state and local government, overseeing projects through various phases of the development process, and provides analytic research regarding the identification and feasibility of potential projects. Prior to joining BHC, Ms. Tabacchi was a development intern at World Pediatric Projects. Ms. Tabacchi received her Bachelor of Science in Urban and Regional Studies from Virginia Commonwealth University.

LaTonya Fowlkes, Executive Assistant to the CEO, supports the President/CEO, the BHC Board of Directors, and the Senior Project Manager. She is responsible for gathering information for parts of the tax credit applications, processing various state/federal forms, maintaining recorded documents in BHC's electronic and paper filing systems, and various functions supporting projects and tasks of the senior management team. She has owned and operated her own consultant business, The Admin Professional, for six years and served as an Office Manager for Networking Technologies & Support, Inc. for five years.

With an excellent record of staff retention, our team is stable in its role as a coordinating entity providing project management, physical development, coordination with other services related to development and counseling. The expertise offered by our team encompasses all tasks as assigned to staff in our work plan.

LEE S. ALFORD

4009 Benjamin Hill Court Glen Allen, VA 23060 • (804) 347-6951 • mrleealford@gmail.com

EXECUTIVE SUMMARY

Community development professional with over 15 years of real estate development experience in multiple communities in the Central Virginia and Hampton Roads regions. Real estate project manager responsible for the development of over \$150 million of affordable housing completed or in process. Broad expertise in redevelopment efforts. Extensive knowledge of land use and entitlement process. Successful track record of government and non-profit partnerships to produce mixed-income and affordable housing. Developed housing communities in Central Virginia receiving national and state recognition.

PROFESSIONAL EXPERIENCE

BETTER HOUSING COALITION

Director of Multifamily Real Estate

*Richmond, VA
2019 to present*

- Work with development team staff and BHC leadership to evaluate and pursue new opportunities for multifamily housing development
- Manage both short-term and long-term partnerships with other developers and lenders
- Oversee the preparation of cost and operating pro formas for potential acquisitions, rehabilitation and new construction
- Supervise preparation of applications for permanent and construction financing and tax credits and applications for grants and loans
- Ensure all closeout procedures are completed to hand off project to Property Management
- Manage all aspects of a portfolio of tax credit developments in predevelopment or construction

COMMUNITY PRESERVATION & DEVELOPMENT CORPORATION

*Senior Development Officer
Development Officer*

*Richmond, VA
2017 to present
2015 to 2017*

- Manage all aspects of a portfolio of tax credit developments in predevelopment or construction phase
- Generated \$2.8 million in State and local funds for development projects
- Co-Lead Vibrant Communities Initiative fundraising and planning for multiple development sites in neighborhood-based redevelopment initiative
- Managed the acquisition and renovation of a 318 unit Naturally Occurring Affordable Housing (NOAH) development
- Structure complex housing projects using multiple sources of financing including Low Income Housing Tax Credits, AHP, HOME, FHA 223 (f), Housing Trust Fund and grants.
- Manage day to day oversight of Development Officer and Interns
- Serve as team leader and brand ambassador for company's Central Virginia office
- Perform acquisition assessment of new development opportunities

COMMUNITY HOUSING PARTNERS
Development Officer

Richmond, VA
2013 to 2015

- Closed and managed redevelopment of first HUD Rental Assistance Demonstration (RAD) Project in Virginia
- Managed all aspects of \$38 million of affordable housing development from acquisition through construction, lease-up and permanent closing.
- Led acquisition assessment and due diligence activities with development, finance, architecture, construction and property management staff.
- Structured complex housing projects using multiple sources of financing including Low Income Housing Tax Credits, AHP, HOME, and Housing Trust Funds.
- Oversaw resident relocation initiatives on occupied redevelopments.

RICHMOND REDEVELOPMENT & HOUSING AUTHORITY
Senior Project Manager

Richmond, VA
2013

- Administered Hope VI program for agency, coordinating final multifamily and single-family phases of \$27 million grant.
- Directed planning efforts for Rental Assistance Demonstration (RAD) project for 200-unit public housing redevelopment.
- Led agency efforts on Choice Neighborhood Planning grant initiative for 900-unit public housing transformation.

EDUCATION

TEMPLE UNIVERSITY
Master of Business Administration, Finance

Philadelphia, PA
2005

THE UNIVERSITY OF MIAMI
Bachelor of Business Administration, Finance and Political Science

Coral Gables, FL
2001

HONORS & ACTIVITIES

- Graduate, Emerging Nonprofit Leaders Program
- Virginia Housing Alliance Legislative Committee
- ULI Richmond Young Leaders Mentor
- Boaz & Ruth Board Action Team Member
- Community Housing Partners Employee of the Year
- Virginia Housing Coalition Top 40 Under 40 in Housing
- Greater Richmond Chamber Mentor Richmond Program Participant

MARILYNN McATEER
618 W. 33rd Street
Richmond, Virginia 23225
home) 804-231-2938
mobile) 804-647-4333

SUMMARY

Skilled professional with proven expertise in management, community development, strategic planning, training, marketing and fund raising in community organizations.

- Demonstrated leadership in variety of organizations
- Experienced in strategic planning, working in teams, project planning and execution
- Extensive experience in developing strong Board relationships and fund raising

PROFESSIONAL EXPERIENCE

Vice President, Planning and Evaluation, Better Housing Coalition, Richmond Virginia 5/2008 – present

- Perform research and prepare reports on prospective real estate development and community development opportunities. This includes compiling demographic data, and addressing economic, cultural, social, housing and environmental issues as they relate to the specific project
- Participate in the concept development phase, including housing, community spaces, commercial, and service component
- Coordinate pre-development activities including acquisition, zoning, market research, environmental, engineering studies, architectural plans, and community input sessions
- Coordinate disposition of real estate assets
- Recommend policy and guidelines on development practices
- Lead the strategic planning process for the organization
- Identify philanthropic, public and private financial resources for projects
- Write and submit proposals for funding
- Coordinate and manage government relations
- Develop and conduct community education and public outreach activities.
- Develop and implement educational programs on affordable housing policy and practice for a wide variety of organizations including universities and civic groups

Vice President, Development & Marketing, Better Housing Coalition, Richmond, Virginia 3/99 – 5/2008

- Developed and implemented the overall fund raising plan and strategies
- Consistently exceeded fundraising goals and increased donations in excess of 300% over 5 years
- Coordinated the creation and production of all marketing materials including the annual report, newsletters, property brochures, and web page

- Successfully guided the organization through a comprehensive rebranding process
- Coordinated all media relations
- Planned and executed all community and public relations events
- Worked successfully with board and committee members to achieve fund raising and marketing goals

Vice President, Family and Children’s Service, Richmond, Virginia 11/93-2/99

- Created and implemented marketing plan of external employee assistance program, managed and negotiated contracts with corporate clients
- Facilitated the strategic planning process and restructuring of the organization
- Developed collaborative projects with community agencies
- Developed and implemented annual budget
- Designed, marketed and conducted training programs on workplace issues
- Coordinated the annual giving program and the annual special event

Program Director, Family and Children’s Service, Richmond, Virginia 8/90-11/93

- Managed external employee assistance program (Employee Service Network)
- Provided consultation to employers regarding employee problems, assessment and referral services
- Developed training packages on identification of substance abuse in the workplace, supervisory skill building, stress management and coping with change seminars

Program Director, Richmond Community Diversion Initiative, Richmond, Virginia 3/1986 -8/1989

- Managed the residential program for offenders with substance abuse disorders referred for treatment by the Richmond Criminal Courts and the Department of Corrections.

COMMUNITY ACTIVITY

Richmond Planning Commission (2009- 2016)
 Richmond Public Arts Commission (2014-2016)
 Leadership Metro Richmond, class of 2010
 Richmond Regional Planning Commission (2009- 2013)
 Urban Land Institute, Richmond District, Program Committee (2010-present)
 Board of Directors for Downtown YMCA 1992-1999, chairman (1997)
 Junior League of Richmond, 2000 - 2006

EDUCATION

Virginia Commonwealth University
 Richmond, Virginia
 Master of Urban & Regional Planning, 2008

Georgian Court University
 Lakewood, New Jersey
 Bachelor of Arts

Virginia Commonwealth University
 Richmond, Virginia
 Master of Public Administration, 1982

Mario D. Wells

11613 Belvedere Vista Lane, Apartment 103
North Chesterfield, VA 23235
804.641.7799
mariowells17@gmail.com

Education

Master of Urban and Regional Planning (May 2013)

Virginia Commonwealth University, Richmond, VA
Concentration in Community Revitalization
Certificate in Urban Revitalization

Bachelor of Arts in Political Science (December 2010)

Virginia Commonwealth University, Richmond, VA
Concentration in Public Policy and Administration
Certificate in Urban Revitalization

Bachelor of Science in Criminal Justice (December 2010)

Virginia Commonwealth University, Richmond, VA

Work Experience

Real Estate Development Manager, Better Housing Coalition

May 2021- Present

Work alongside the various project teams throughout the organization from acquisition to closing, coordinate due diligence activities, manage relationships with syndicators, lenders and government agencies and maintain the project development budget through cost certification

- Serves as Project Manager on 2 affordable housing multifamily projects with total development cost more than \$43 million.
- Prepared loan, grant and other funding applications including but not limited to the low-income Tax Credit Program, VHDA Taxable and SPARC Loans.

Real Estate Development Manager, Enterprise Community Development (previously known as Community Preservation and Development Corporation)

January 2018- May 2021

Work alongside the various project teams throughout the organization from acquisition to closing, coordinate due diligence activities, manage relationships with syndicators, lenders and government agencies and maintain the project development budget through cost certification

- Serves as Project Manager on 4 affordable housing multifamily projects with total development cost more than \$65 million.
- Lead the initial research and analysis process for new business development and acquisitions in the Central Virginia and Hampton Roads region at the direction of the Vice President of Real Estate Development
- Prepare loan, grant and other funding application including but not limited to the Low-income Tax Credit Program, VHDA Taxable and SPARC Loans, and Market Rate Loans.

Real Estate Development Officer, Community Housing Partners Corporation

March 2016 – December 2017

Collaborated with interdepartmental project teams from acquisition through construction and permanent closing, coordinated due diligence activities, managed relationships with investors, lenders and agencies and maintained the project development budget through cost certification

- Served as Project Manager on 2 affordable housing multifamily projects with total development cost more than \$30 million.
- Prepared loan, grant and other funding applications including but not limited to the low-Income Tax Credit Program, VHDA Taxable and SPARC Loans.
- Worked with Vice President and Assistant Vice President of Real Estate Development to prepare rezoning application for large scaled mixed-income development, funding sources, and request for proposals.

Grant Programs Specialist, Virginia Housing Development Authority

November 2015 – March 2016

Assisted in the administration of REACH Housing Council, Capacity Building, and Housing Counseling Grant Programs, manage relationships with non-profit entities, coordinate due diligence activities with Grant Management System, and ensured reporting and financial requirements of programs were accurate.

- Worked with Grant Programs Manager and staff to review HUD 9902 Forms for accurate reporting of certified HUD Housing Counseling agency activities
- Served as Lead Administrator for Rental Unit Accessibility Modification Grant Program. Was responsible for working with Centers for Independent of Living to secure funding up to \$2,800 worth of modifications for individuals living in a rental unit.
- Created and evaluated grant and other funding applications including but not limited to Community Homeownership Revitalization Program, Capacity Building, HUD Housing Counseling within the Grant Management System

Program Analyst, Virginia Housing Development Authority

July 2013 – November 2015

Evaluated Capacity Building Grant application for completeness, conducted site visits of affordable housing non-profits, managed customer relationships, and developed spatial analytics for REACH Team initiatives.

- Worked with interdepartmental group on monthly application reviews of Capacity Building funds totaling more \$1.5 million supporting 33 affordable housing entities in FY 15.
- Secured various streams of Capacity Building revenue for 4 affordable housing organizations.
- Built and developed a non-profit database that represented historical coverage of various REACH Team programs

Memberships/Certifications

National Development Council- Housing Development Finance Professional Certification

Computer Skills

Microsoft Office

ARC GIS

Google Sketch Up

4505 CREEKBEND COURT
CHESTERFIELD, VA 23832
(804) 641-3346
jessie.ewald21@GMAIL.COM

Jessica L. Ewald, PE, LEED® AP

SKILLS

- Effective Communication & Collaboration
- Empathy & Appreciation for Importance of Company Culture
- Attention to Detail & Strong Organization
- Creative & Proactive Problem-solving
- Understanding of Project and Business Finances

EXPERIENCE

Wine & Design RVA, Richmond VA – Owner

JULY 2019 – PRESENT

- Responsible for staffing & manager development.
- Monthly review of financials, marketing efforts.

Draper Aden Associates, Richmond VA

MAY 2018 – MARCH 2020 – Senior Design Engineer (Part-Time)

- Developed and provided technical and quality control reviews of design reports and fee proposals.

DECEMBER 2015 – MAY 2018 – Geotechnical and Construction Services Team Leader

- Lead team of 13-20, comprising both field and office staff.
- Developed annual budgets and strategic plans.
- Reviewed and negotiated contracts with subconsultants and clients.

MAY 2012 – DECEMBER 2015 – Geotechnical and Construction Project Manager

- Coordination and communication with project stakeholders.
- Preparation of project scopes, schedules, budgets, and letter proposals.
- Developed and oversaw field investigations and laboratory testing programs.
- Completed engineering analyses; compiled and sealed technical reports.
- Observed & certified aspects of construction requiring PE.

MAY 2007 – MAY 2012 – Geotechnical and Construction Staff/Design Engineer

- Observed construction requiring Special Inspections & drilling explorations.
- Performed AASHTO and Army Corp. Certified laboratory testing.

EDUCATION

Clarkson University, Potsdam NY – Civil Engineering

AUGUST 2003 – MAY 2007, POTSDAM NY

Clarkson University, Potsdam NY – Engineering & Management

AUGUST 2003 – MAY 2007, POTSDAM NY

Maria Tabacchi

602 N. 2nd Street | Richmond, VA 23219
(571) 442-0996 | m.tabacchi@betterhousingcoalition.org

EDUCATION

Virginia Commonwealth University

08/06/2019-12/06/2019

Bachelor of Science in Urban and Regional Studies, minor in Environmental Studies

Current GPA: 3.7

Relevant Coursework: Water Permitting and Policy; Community and Regional Analysis and Geographic Information System (GIS); Labor, Employment, and Regional Development; Land Use and Infrastructure Planning

University of São Paulo

08/21/2017-12/06/2019

Study Abroad at Luiz de Queiroz College of Agriculture

Relevant Coursework: Forestry Ecology, Society, Culture, and Nature, GIS, and Agricultural Extension

EXPERIENCE

Development Associate | Better Housing Coalition

02/17/2020 - Present

- Write and submit grants to ensure adequate project funding.
- Conduct research, data preparation and analysis for development budgets and financing applications.
- Assist Development Team and BHC leadership in the evaluation and pursuit of new development opportunities.
- Perform necessary compliance monitoring and reporting for subsidy sources for both home ownership and rental.

Volunteer | Virginia Civic Engagement Table

12/16/2018 - 07/22/2019

- Created partnerships with local organizations and businesses to support our events and missions.
- Assisted the organizer with the preparation of planning the events and fundraisers. Came up with solutions to financial and planning obstacles along the process.
- Gathered and organized engagement events for local communities.

Development Intern | World Pediatric Project

10/01/2017 - 12/16/2018

- Assisted the daily tasks of the development team.
- Helped prepare for fundraising events at World Pediatric Project.
- Maintained mailing lists and donor database updated. Converted prior and post event information to the donor data management system.
- Volunteered in the events; helped organize and maintain order of the entertainment events.

MATTHEW SCAPARRO

Telephone: 515-868-8519 • Email: mattscaparro.ms@gmail.com

PROPERTY MANAGEMENT EXECUTIVE

QUALIFICATIONS OVERVIEW

As a property management professional, with wide-ranging experience and having been responsible for portfolios in excess of \$30 million, I feel confident that I am ready for any property management opportunity.

Able to develop and motivate staff, manage assets and apply flexibility and innovative thinking to problems, I am adept at devising proactive responses to ever-changing conditions.

With an eye for profitability and proven leadership skills, I would be able to quickly make a significant contribution to your company.

Key competencies include:

Portfolio management
Financial operations and oversight
Proactive and innovative solutions
Tenant relations
Policies and procedures
Strategic planning / goal setting

Full tenant occupancy
Daily operational control
Staff supervision and control
Sales and marketing
Fair housing requirements
Lease negotiations

ACCOMPLISHMENTS

Assisted with the development and closing on a 77-unit RAD project while with the Wilmington Housing Authority.

Successfully spearheaded a major upgrade of Yardi Voyager software for property management and accounting to create efficiencies between departments and better address future growth and financial goals.

Collaborated with the Department of Health to create smoke-free housing policies in all our communities for healthier living environments.

Initiated the Resident First program, which identifies our residents as the primary focus of our company.

EMPLOYMENT HISTORY

8/2019 to Present	VP of Property Management, Better Housing Coalition
4/2018 to 8/2019	Director of Operations, Durham Housing Authority
4/2017 to 4/2018	Director of Asset Management, Excel Property Management, Inc.
1/2015 to 3/2017	VP/Chief Operating Officer, Wilmington Housing Authority
7/2008 to 9/2014	Director of Property Management, Community Housing Initiatives

Vice President of Property Management – Better Housing Coalition: 8/2019 - Present

- Establish, monitor and measure strategic goal achievement for the property management division.
- Develop management plans, monitor monthly financial performance, and establish capital improvement budgets for all properties.
- Set budget and performance targets for the BHC portfolio and create annual budgets for individual properties and the Property Management Division.
- Monitor the operations, maintenance and record keeping of all properties to ensure compliance with Federal/State/Local lender/investor, HUD, LIHTC, AHP and related requirements.
- Serve as a member of the Leadership Team to establish, monitor, measure and achieve organizational strategic goals and objectives.
- Collaborate with the Director of Asset Management to provide property performance reports and develop corrective action plans for under-performing properties.
- Create and maintain positive relationships with all external partners, government officials and professional organizations related to the Property and Housing industry.
- Protect BHC, investment partner, and third party ownership assets through timely monitoring and communication of the physical and financial operations of the portfolio including: marketing, occupancy, unit turns, delinquency, allowable annual rent increases, and maintenance or capital improvement needs of assigned portfolio
- Develop and maintain relationships and business alliances with internal/external customers, key staff, funding agencies and strategic partners to maximize BHC business and growth opportunities
- Management/Leadership: set goals with measurements annually for all employees; complete performance appraisals by deadlines; hold employees accountable for performance & behavior; provide on-going training and development to ensure employee's success; work closely with Human Resources on employee relations issues.

Director of Operations – Durham Housing Authority: 4/2018-8/2019

- Plan and direct the daily management of the Durham Housing Authority's housing program, including its Public Housing Program, maintenance operations, and public housing units owned by third party partners; low income tax credit complexes under contract with third party owners/partners; RAD units; and market rate housing.
- Develop goals and schedules for program implementation, in consultation with the CEO.
- Keep abreast of federal law affecting the program and rental housing, regulations and directives issued by the U.S. Department of Housing and Urban Development (HUD) and memorialize such changes in written agency policy documents.
- Review and revise both the Public Housing Policy and Procedures Manual, train staff on all changes, and special programs.
- Form working relationships with local social service agencies and providers, law enforcement officials and resident groups.
- Serve as a policy and program advisor to the Chief Executive Director for Housing Operations regarding program, management, operational issues and other department wide matters.
- Development of department policies and procedures implementing Federal, State, and local directives and statutes; and as applicable, procedures for department activities and programs.
- Facilitate the coordination of RAD conversion of the Durham Housing Authority housing portfolio.
- Make presentations to the Board of Commissioners and other bodies, as requested.

Director of Asset Management – Excel Property Management: 3/2017-4/2018

- Oversee the fiduciary activities and program compliance for 84 tax credit properties, with direct management of 7 Regional Managers along with 140 support staff.
- Responsible for all hiring, retention, discipline, evaluations and work performance of staff.
- Thoroughly experienced with daily and multi-project management oversight.
- Develop and maintain expense budgets for properties; create timely operating budgets for projects and collaborate with CEO for review / approval.

- Ensure that staff is trained on issues including budgets, occupancy, tenant selection, fair housing, file management, applications, leases and grievance procedures.
- Develop marketing and advertising strategies to effectively promote the community and minimize vacancies; maintain an awareness of local market conditions and trends; analyze and adjust current marketing track for effectiveness.
- Write and implement employee policies and procedures to maintain professional standards and optimal job performance.
- Review all monthly financial statements for variances and cash flow within specific categories itemized on the annual operating budgets; review and approve expense invoices for payment; monitor variance reports to identify reimbursable charges; recommend budget revisions.
- Work with attorneys to investigate and respond to lawsuits; represent the company at legal hearings as necessary.
- Collaborate with regional managers and various departments including marketing, accounting and human resources to ensure properties remain in a non-watch list status by monitoring and addressing cash flow and vacancy issues.
- Prioritize tenant relations as part of business plan for optimal occupancy rates.
- Extensive knowledge of all Fair Housing requirements for multi-family housing; handle complaints personally and retain legal counsel as needed.
- Strong strategic short-term and long-term planning abilities.
- Work with regional managers, on-site support staff, maintenance personnel and compliance staff to determine and implement decisions affecting operations, maintenance, tenant relations / complaints, all outside vendor work and enforcement of landlord rules and regulations.
- In-depth competence in the recruitment, hiring and orientation process of new managers and staff for autonomous management of property and portfolio.
- Proactively and carefully analyze and resolve internal problems.
- Prepare and generate a variety of statistical and financial reports for company owners.

VP/COO - Wilmington Housing Authority – VP/COO: 1/2015 to 3/2017

- Directly monitored the day to day operations of the Wilmington Housing Authority (WHA).
- Provided direct supervision and leadership of department directors, including Public Housing, Finance, Procurement, Maintenance, Information Technology, Real Estate Development, and the Housing Choice Voucher departments.
- Developed and implemented agency plans and management plans through collaboration of subordinate staff.
- Scheduled and directed regular staff meetings with department heads to ensure staff were staying on point with their goals and objectives.
- Organized work activities within each department and to prevent any delays to outside stakeholders and to improve the overall performance of the agency.
- Responsible in creating the agencies annual plan and 5-year plan.
- Established goals and objectives for department directors, ensuring that these objectives support the agency's 5-year plan. Also, reviewed, created, and approved goals and objectives set for and by managers and supervisors.
- Collaborated with community and government agencies to increase the supply of affordable housing, housing choice vouchers, and related programs.
- Worked closely with the Finance Director to prepare operating budgets for the Housing Authority.
- Selected, appointed, disciplined, promoted and terminated staff under the supervision of my HR director and CEO.
- Reviewed and signed contracts, purchase orders, and other legal documents in the absence of the CEO.
- Attended and presented at all BOD meetings.
- Collaborated on all real-estate development activities including a 77-unit RAD conversion in 2015/16.
- Addressed and appropriately responded to all resident and staff escalated complaints.
- Compiled data and prepared reports for necessary external and internal use.
- Acted on the behalf of the CEO in her absence.
- Examined current and proposed Agency policies and procedures in accordance with local, state, and federal

- laws, along with the Department of Housing and Urban Development (HUD) rules and regulations.
- Assisted the CEO in strategic planning and organizational development.

Director of Property Management Community Housing Initiatives: 7/2008 to 9/2014

- Direct management and supervisor of 5 Regional Managers, compliance team and maintenance dept.
- Responsible for all fiduciary duties for 54 properties equally 1200 units of tax credit, Blended TC/HOME and HUD Multi-Family properties.
- Responsible for the overall organizing, monitoring and reporting functions in the property management department.
- Recommended changes in policy, procedures, and implements policies and procedures. Continuously improved operations, decreases turnaround times, streamlines work processes, and works cooperative and jointly to provide quality customer service.
- Prepared presentations for the staff and board of commissioners.
- Established and maintained effective working relationships with public and private agencies, owners and outside stakeholders.
- Served as a liaison for inquiries on legal matters related to property management with attorneys.
- Responsible for preparing, tracking, and monitoring property budgets. Made recommendations for capital improvements.
- Developed staff through personal training and establish measurable outcomes to evaluate staff proficiency.
- Instructed and ensured that the company's staff was compliance with local, state and federal laws, rules, regulations, and general policies and procedures.

EDUCATION AND CERTIFICATIONS

2004 Bachelor of Science in Human Resource Management
Upper Iowa University, West Des Moines, Iowa

2002 Associate Degree in Business Management
Upper Iowa University, West Des Moines, Iowa

CPM Designation (Certified Property Manager) IREM

PHM (Public Housing Management) NAHRO

COS (Certified Occupancy Specialist) – National Center for Housing Management

CAM (Certified Apartment Manager) – National Apartment Association

LIHTC (Low Income Housing Tax Credit) – Quadel and annual trainings with local state agency

Joyce M. Jackson

jm.jackson@betterhousingcoalition.org
(804) 644-0546 ext 121

PROFESSIONAL SUMMARY

Social work administrator and program professional with more than 30 years of hands on experience in housing and resident services. Programming management for special needs population, seniors, children and adolescents as well as in community building in urban settings. Clinical specializations in mental health, homelessness, HIV/AIDS and addictions.

ACCOMPLISHMENTS

- Managed \$2.5 million in mixed federal, state, city and private funding for multi-disciplinary use program.
- Implemented eight innovative and replicated programs for homeless, mentally ill individuals, seniors and families.
- Provided leadership on the development of a comprehensive skill based education curriculum for a national training program of management and social service staffs in transitional and supportive housing settings.
- Provided local, national and international technical assistance to housing groups in nine states and six countries on service integration in supportive housing.
- Privileged to assist more than 1,000 people to become stabilized in health and housing through direct intervention, creative programming and advocacy.

PROFESSIONAL EXPERIENCE

Administration

- Led, directed and managed interdisciplinary staffs of professional and para-professional workers in programming, clinical and community services.
- Ensured compliance and top audit ratings with federal, state and local fiscal and service regulatory bodies.
- Served as community liaison to various public and private sector service and educational collaboratives.
- Secured funding and resources for on-going operations and special projects from federal, state and local municipalities, corporations, private philanthropies and other service organizations.

Programming

- Developed, initiated and evaluated a variety of psychosocial, health, vocational, recreational and educational programs with a focus on measurable outcomes.
- Facilitated consumer empowerment in program development in the areas of assessment, delivery and evaluation.
- Initiated and managed successful interagency collaborations to produce superior service products for consumers.

Direct Service

- Maintained clinical case management responsibilities for individuals with health, mental health and addiction issues.
- Performed street and shelter outreach to engage treatment-resistant individuals.
- Developed and facilitated a variety of groups for consumers with special needs.

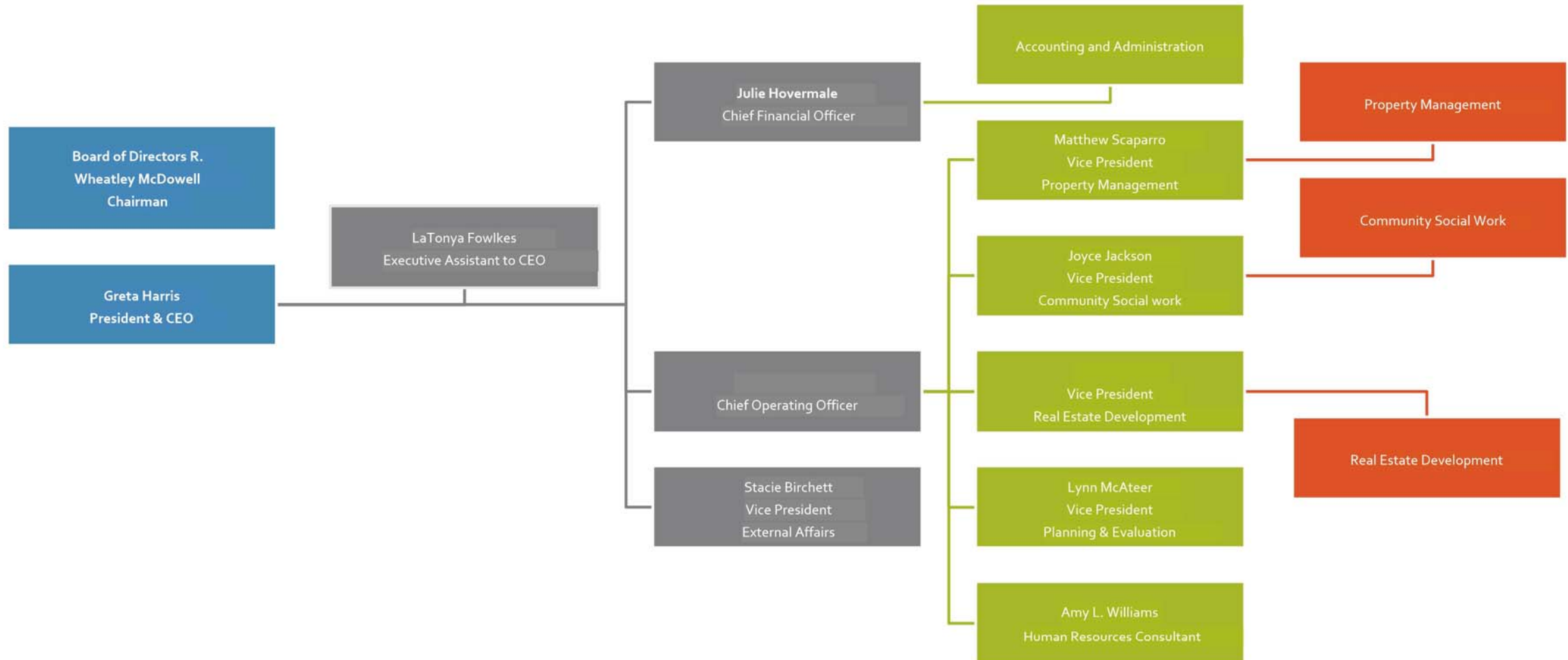
EMPLOYMENT HISTORY

- May, 1999 to present
Better Housing Coalition, Richmond, VA – Vice President, Community Social Work
- August, 2007 to June 2010
Virginia Commonwealth University, Richmond, VA—Adjunct Faculty-School of Social Work
- December, 1987 to May 1999
The Center for Urban Community Services, New York, NY – Originally employed as Team Leader, ultimately promoted through Clinical Director to Site Director of The Times Square project.
- September, 1986 to October, 1987
Antwerp Battered Women's Shelter, Antwerp, Belgium – Outreach Worker
- June, 1984 to September, 1986
New Haven Halfway House, New Haven, CT – Service Coordinator

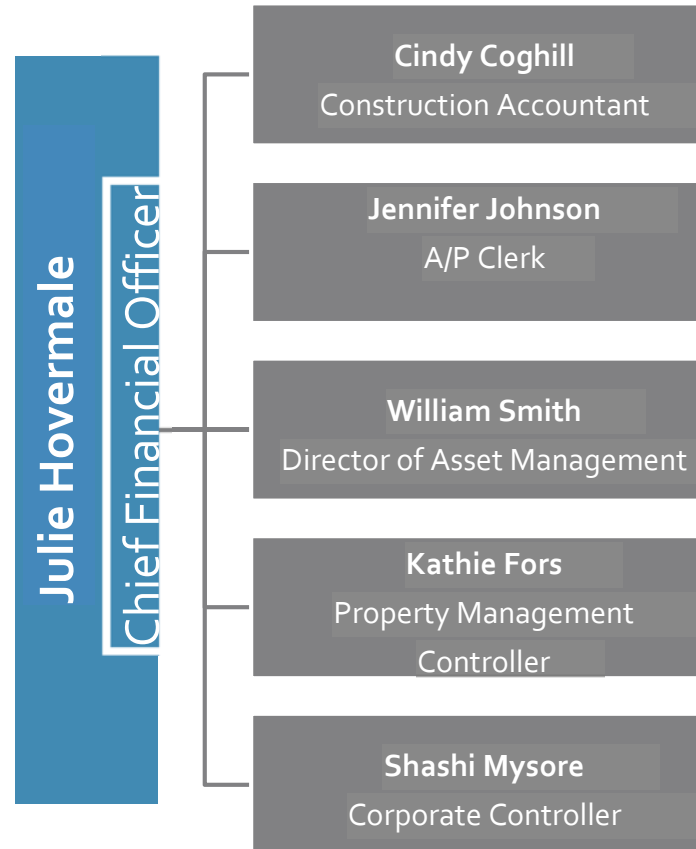
EDUCATION

- American Society on Aging *Leadership Academy*
- New School for Social Research *Non-Profit Management*
- Columbia University School of Social Work *Masters of Social Work*
- University of Southern Connecticut *Bachelor of Social Work*

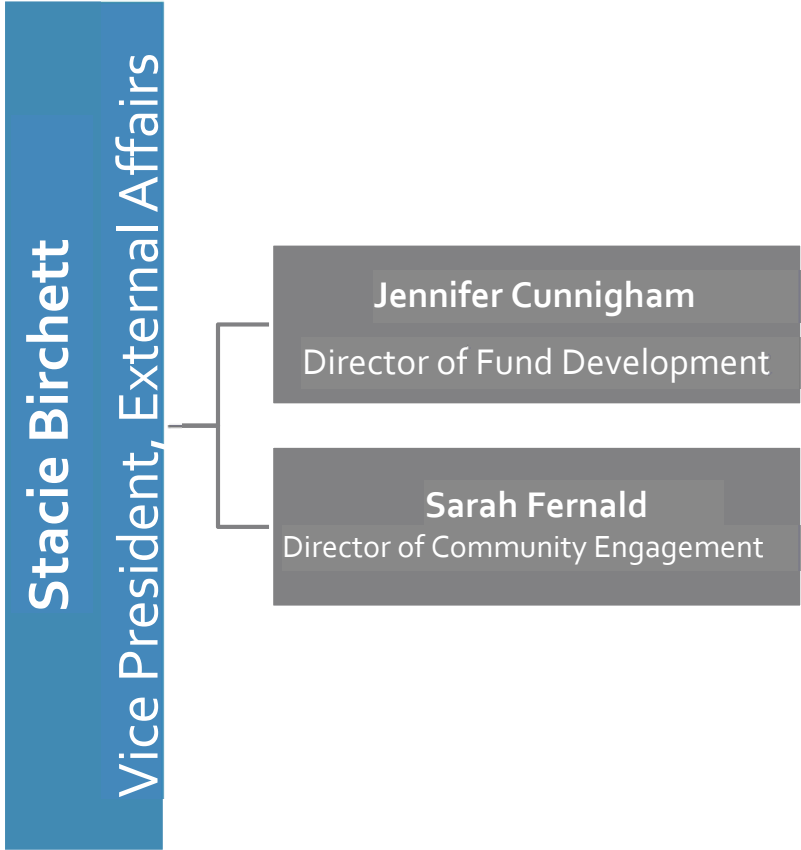
Better Housing Coalition



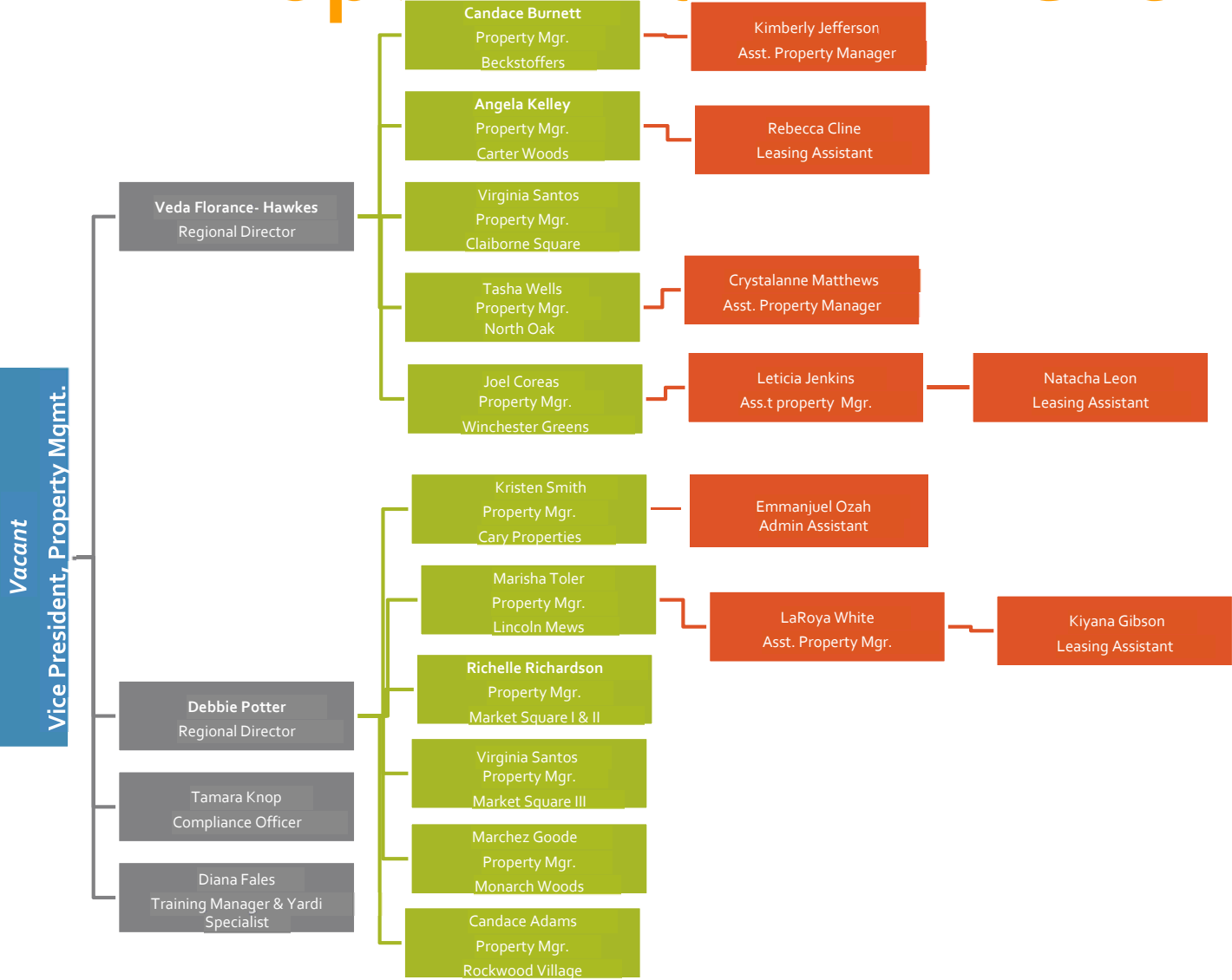
Accounting & Administration



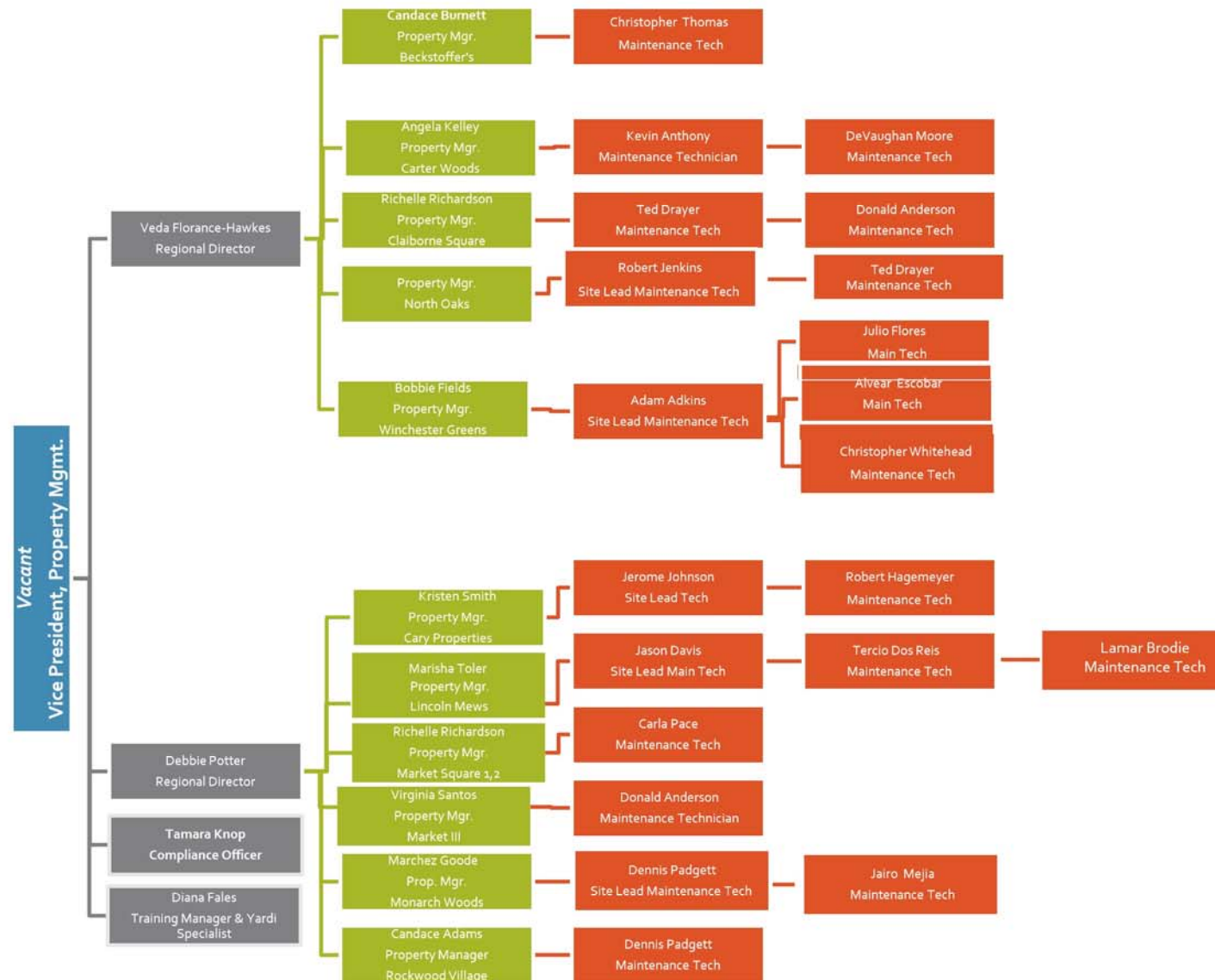
External Affairs



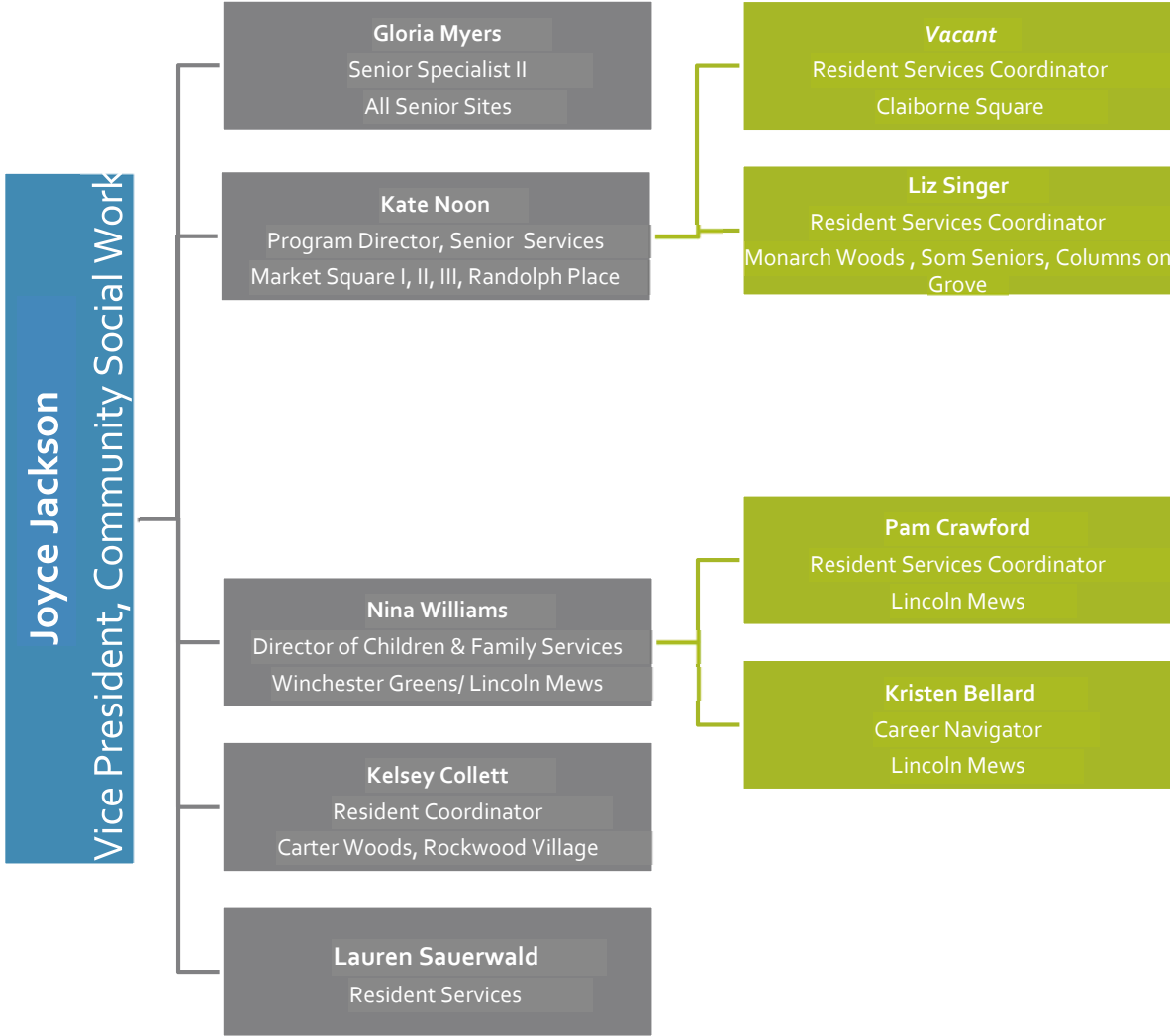
Property Management



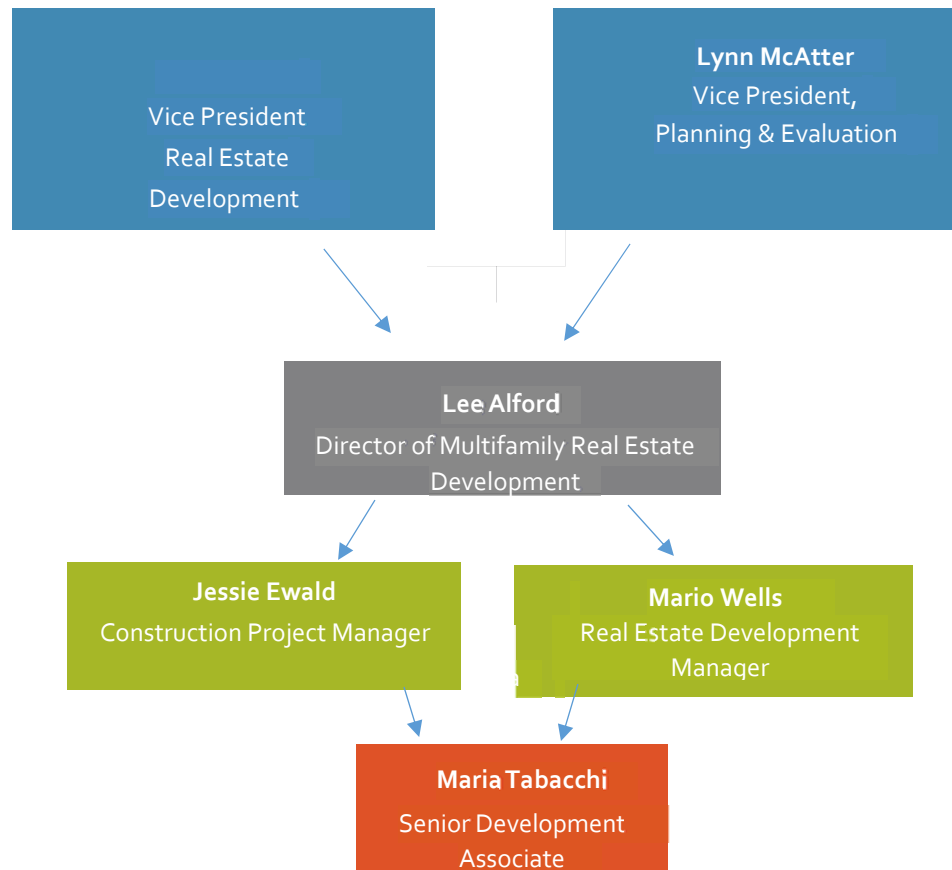
Property Management – Maintenance

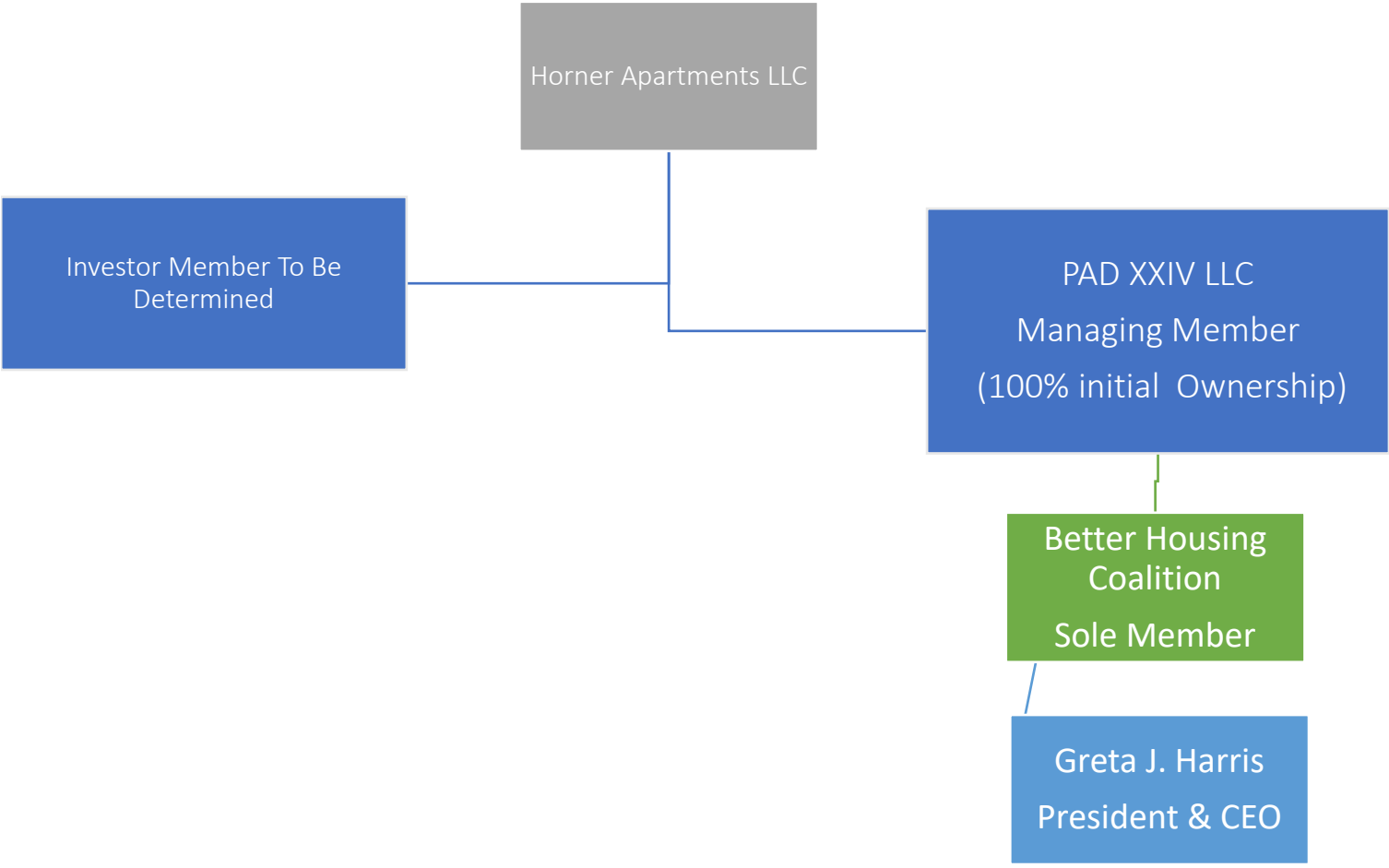


Community Social Work



Real Estate





BHC Board of Directors

Chairman - Mr. Atma Iyer – Managing VP,
Financial Services Division, Capital One
Services, LLC
6357 Haley Way
Frisco, TX 75034
Years completed as of 12/2019: 7

Vice Chair - Mr. Todd Waldo – Founder
and Consultant of Hugh Helen, LLC
1224 North 29th Street
Richmond, VA 23223
Years completed as of 12/2019: 6

Secretary - Ms. Veronica Fleming –
Executive Director, Partnership for Families,
Inc. 4721 Louisiana Street
Richmond, VA 23231
Years Completed as of 12/2019: 5

Treasurer - Ms. Carolyn Rewane – Senior
Vice President, Wells Fargo
Richmond, VA
Years completed as of 12/2019: 2

Ms. Patricia Bradley – Leadership Metro
Richmond
9211 Forest Hill Avenue, Suite 200-A
Richmond, VA 23235
Years completed as of 12/2021: 1

Mr. Andrew Clark – Vice President of
Government Affairs, Home Builders
Association of Virginia
513 N. Boulevard, Apt. 5
Richmond, VA 23220
Years completed as of 12/2019: 3

Mr. J. David Conmy – VA Department of
Housing and Community Development
800 N. 25th Street
Richmond, VA 23223
Years completed as of 12/2019: 2

Mr. Richard D. Dickinson – Executive
VP/Senior Credit Officer, TowneBank
6318 Ridgeway Road
Richmond, VA 23226 Years completed as
of 12/2019: 4

Rev. Dr. Bob Diggs – Pastor of Tabernacle
Baptist Church and Founder of the
Restoration of Petersburg CDC
1970 N. Westchester Drive
Petersburg, VA 23805
Years Complete of 12/2021: 2

Ms. Greta Harris – CEO of Better Housing
Coalition
3605 Noble Avenue
Richmond, VA 23241
Years completed as of 12/2019: 8

Mrs. Cheryl Groce-Wright - Founder and
CEO of Kaleidoscope Collaborative RVA
2201 Lamb Avenue Richmond, VA 23222
Years completed as of 12/2020: 1

Ms. Rachel Meyer – Director of Arthur J.
Gallagher & Co.
Richmond, VA
Years completed as of 12/2019: 2

Mr. Paul H. Sheehy – President, Grayco Inc
8916 Norwick Road
Richmond, VA 23229
Years completed as of 12/2019: 3

**Horner
2023-ASH-07**

Estimate of Time Allocation of BHC Staff

	<u>During Pre-Development/ Development</u>	<u>Annually During Operations</u>
President/ CEO	40 Hours : Oversight, Planning, Financing	26 Hours : Oversight
VP of Real Estate Development	300 Hours : Oversight, Planning, Financing	80 Hours : General Direction/ Asset Management
Director of Asset Mgt	70 Hours : Input on Design and Budgeting	80 Hours : Auditing, Reporting and Asset Management
Vice President of Property Management	50 Hours : Planning, Budgeting	200 Hours : Oversight of On-Site Management Staff
Director-Multifamily Development	740 Hours : Development Details, Const. Mgmt.	10 Hours : Miscellaneous
VP Planning & Evaluation	740 Hours : Planning, Analysis, Applications	10 Hours : Miscellaneous
Vice President/ CFO	60 Hours : Accounting/ Analysis	75 Hours : Accounting
Executive Assistant	50 Hours : Applications, File Maintenance	40 Hours : Miscellaneous
On-Site Management Staff	400 Hours : Pre-Leasing, Eligibility	1,200 Hours : Daily Management/ LIHTC Compliance, etc.
Community Social Work Staff	50 Hours : Development of Resident Programs	1,000 Hours : Coordination and Delivery of Services
On-Site Maintenance Staff	0 Hours : N/A	800 Hours : Maintenance/Custodial-2 days/week
	2,500 Hours	3,521 Hours

**Better Housing Coalition
List of LIHTC Projects**

NAME OF PROJECT	LOCATION	Status	Funding Cycle
Cary 2000 Townhouses	2200 Block of W. Cary Street	Occupied/Sold	1994
Columns on Grove Age 55 +	1617-1621 Grove Avenue	Occupied	1996
Market Square Age 55 +	7300 Taw Street Chesterfield County	Occupied	1994
Market Square Phase II Age 55 +	7310 Taw Street Chesterfield County	Occupied	2001
Market Square Phase III Age 55 +	7101 Bensley Commons Lane Chesterfield County	Occupied	2004
Carter Woods Age 62+	301 Dabbs House Road Henrico County	Occupied	2003
Carter Woods Phase II Age 62+	301 Dabbs House Road Henrico County	Occupied	2005
St. Andrew's Affordable Historic Housing (AHH)	Scattered Sites Near West End	Occupied	1999
Randolph Place	300 South Randolph Street Richmond	Occupied	2007
Lincoln Mews	4101 North Avenue	Occupied	2008
Lincoln Mews II	4101 North Avenue	Occupied	2009
Claiborne Square	518 Halifax Street Petersburg	Occupied	2009
Somanath (formerly 28th Street) Seniors	1208 North 28th Street	Occupied	2011
North Oak I	617 West Laburnum Avenue	Occupied	2011
City Scattered Sites East	Jefferson Mews + Spring Hill sites	Occupied	1994, 2013
City Scattered Sites West	Old Cary I & II	Occupied/Sold	1992-1993
The Goodwyn at Union Hill	2230, 2236, 2238.5 Venable Street	Occupied	2016
Mrket Square IV	7400 Taw Street Chesterfield County	Occupied	2018
Market Square V Age 55+	7300 Taw Street Chesterfield County	Occupied	2018
Winchester Forest 9%	2701 Drewry Bluff Road	Pre-development	2020
Cameo Street	14 W Jackson Street	Pre-development	2020
Horner Apartments	3901 Stigall Drive Midlothian	Pre-development	2021
Colbrook	13920 Jefferson Davis Highway Chesterfield	Pre-development	2021
Carter Woods III	Nine Mile Rd and Dabbs House Rd Henrico County	Pre-development	(pending)
Lafayette Gardens	2209 Ruffin Rd Richmond City	Pre-development	(pending)

2. Non-profit Formation

- Explain any experience you are seeking to claim as a related or subsidiary non-profit

BHC invited Local Initiatives Support Corporation (LISC) to Richmond and raised \$500,000 from the corporate community in matching funds to start-up the Richmond LISC program. The two organizations opened joint offices in 1990 at the Virginia Housing Center. Initially, BHC served as an advocate for affordable housing and a supporter of emerging CDC's. As the CDC's became more proficient and began construction projects with funding and technical assistance from LISC, BHC began to focus on housing production, forming partnerships with neighborhood groups to revitalize their communities. To date, BHC has produced over 1,500 for-sale and rental housing units in the West Cary Street area, Chesterfield County and Henrico County. See Organizational Profile in Tab E. Affiliate nonprofit organizations include Richmond Affordable Housing (RAH), Affordable Residences in Chesterfield (ARC), Affordable Residences in Chesterfield II (ARC II), BHC Management Company (formerly Integrated Property Management Systems (IPMS)) and Richmond Urban Senior Housing, Inc. (RUSHI). See attached Affiliate Nonprofit Entities Chart.

3. Non-profit Involvement

- Describe the nature and extent of the non-profit's involvement in the operation and management of the Development throughout the Extended Use Period (the entire time period of occupancy restrictions of the low-income units in the Development):

In 1998, BHC created an affiliate non-stock corporation to manage all of its rental property – BHC Management Company (BHCM) (formerly Integrated Property Management Systems, Inc.). BHCM will be responsible for all phases of management of this property throughout the compliance period including marketing, leasing, maintenance, financial reporting and tax credit compliance. BHC's Vice President of Property Management oversees all property management operations and reports to the COO.

See attached Estimate of Time Allocation and Organizational Charts.

- Disclose any business or personal (including family) relationships that any of the staff members, directors or other principals involved in the formation or operation of the non-profit have, either directly or indirectly, with any persons or entities involved or to be involved in the Development on a for-profit basis including, but not limited to the Owner of the Development, any of its for-profit general partners, employees, limited partners or any other parties directly or indirectly related to such Owner.

Rachel Mayer works for Gallagher. Better Housing Coalition has hired theirs services to perform a compensation analysis for the merger and due diligence. She is not working in the project.

J. David Conmy works for Virginia Department of Housing and Community Development (DHCD). BHC seeks grants and loans from VCDC. David is not working in any of the BHC projects that have DHCD funding.

Tab J:

Relocation Plan and Unit Delivery Schedule
(MANDATORY-Rehab)

Tab K:

Documentation of Development Location:

Tab K.1

Revitalization Area Certification

CHESTERFIELD COUNTY: At a regular meeting of the Board of Supervisors, held in the Public Meeting Room at the Chesterfield Administration Building on February 24, 2021 at 6 p.m.

*13.B.1.c. RESOLUTION SUPPORTING CONSTRUCTION OF THE HORNER APARTMENTS AT 3901 STIGALL DRIVE, USING LOW INCOME HOUSING TAX CREDITS ISSUED BY VIRGINIA HOUSING UNDER THEIR REVITALIZATION AREA DESIGNATION

On motion of Mr. Winslow, seconded by Ms. Haley, the Board adopted the following resolution:

WHEREAS, PURSUANT TO Section 36-55.30:2.A of the Code of Virginia of 1950, as amended, the Board of Supervisors of the County of Chesterfield, Virginia, desires to designate the area described on Exhibit A attached hereto as a revitalization area:

NOW, THEREFORE, BE IT HEREBY DETERMINED as follows:

The above-referenced development is located in a Revitalization Area in the County of Chesterfield, Virginia. The industrial, commercial or other economic development of such area will benefit the county but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

NOW, THEREFORE, BE IT HEREBY RESOLVED that pursuant to Section 36-55.30:2.A of the Code of Virginia of 1950, as amended, the area is hereby designated as a revitalization area.

Adopted by the Board of Supervisors of the County of Chesterfield, Virginia, on the 24th day of February 2021.

(It is noted a copy of Exhibit A is filed with the papers of this Board.)

Ayes: Holland, Winslow, Ingle, Carroll and Haley.

Nays: None.

Certified By:

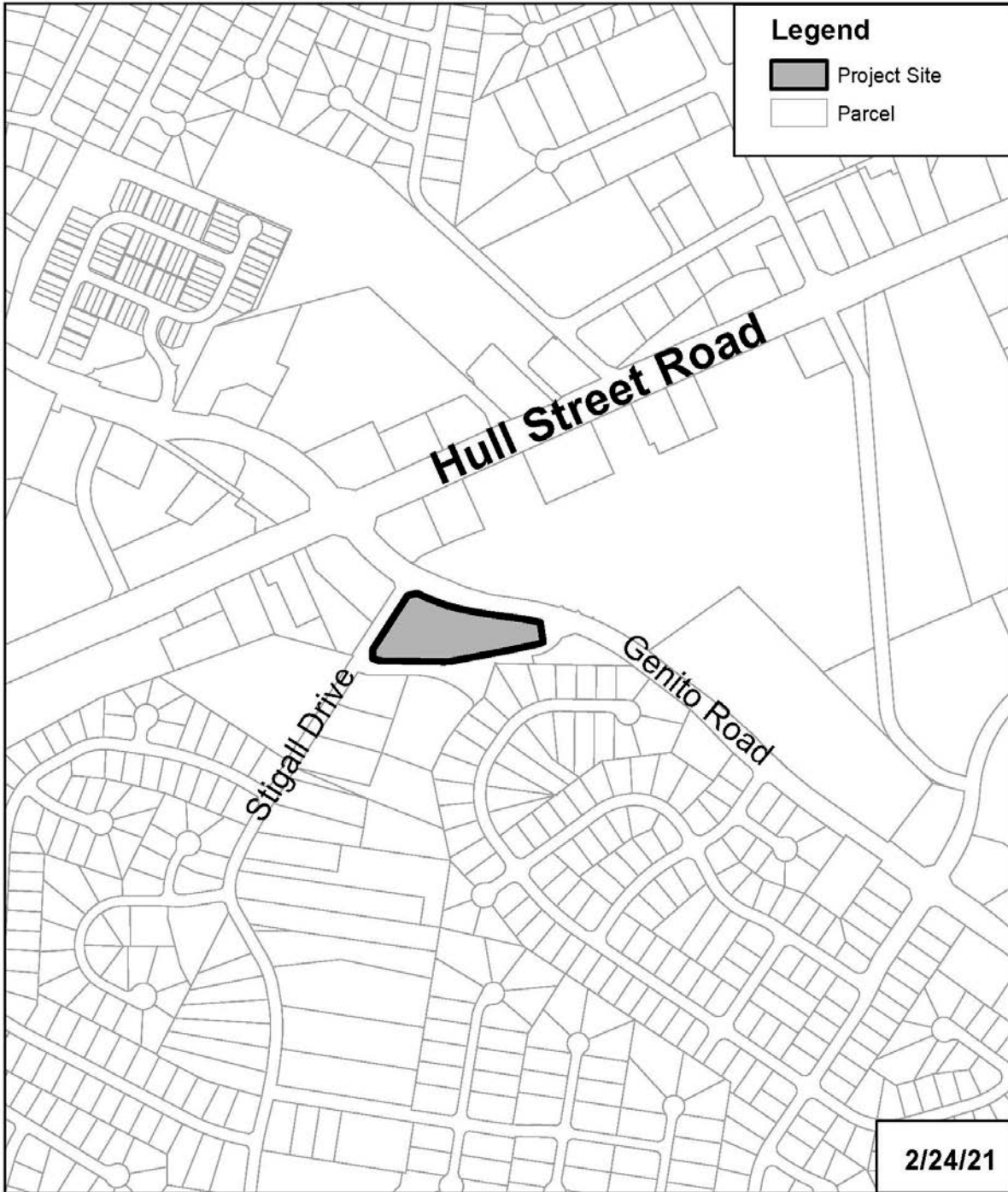


Susan M. Wilson
Deputy Clerk to the Board of
Supervisors

***DRAFT MINUTES TO BE APPROVED AT THE REGULARLY SCHEDULED MEETING
ON MARCH 24, 2021.**

EXHIBIT A

Horner Apartments



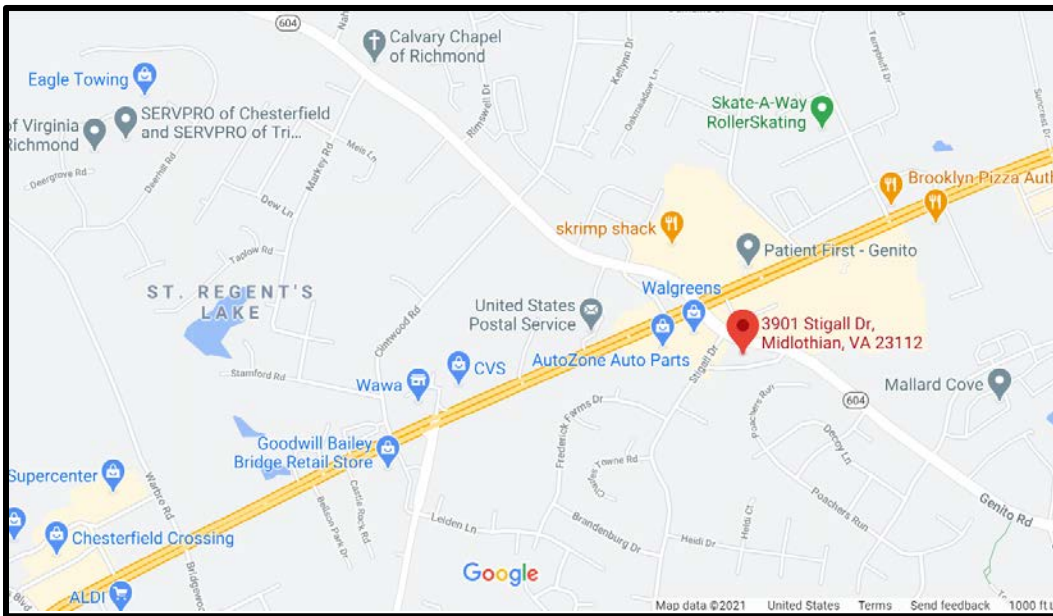
This is an ArcGIS map prepared by Chesterfield County Department of Community Enhancement. This information is only for representation purpose.

Tab K.2

Location Map

Location Map:

Horner Apartments
3901 Stigall Drive
11041 Stigall Way
Chesterfield, VA 23112



Tab K.3

Surveyor's Certification of Proximity To Public
Transportation

Tab L:

PHA / Section 8 Notification Letter

Tab L.

PHA/Section 8 Notification Letter



PHA or Section 8 Notification Letter

Development Name: Horner

Tracking #: 2023-ASH-07

If you have any questions, please call the Tax Credit Department at (804) 343-5518.

General Instructions

1. Because of conflicting program requirements regarding waiting list procedures, this letter is not applicable to those developments that have project based Section 8 or project based vouchers.
2. This PHA or Section 8 Notification letter must be included with the application.
3. 'Development Address' should correspond to I.A.2 on page 1 of the Application.
4. 'Proposed Improvements' should correspond with I.B & D and III.A of the Application.
5. 'Proposed Rents' should correspond with VII.C of the Application.
6. 'Other Descriptive Information' should correspond with information in the application.

NOTE: Any change to this form letter may result in a reduction of points under the scoring system.

PHA or Section 8 Notification Letter

DATE: 3/8/2022

TO: Kenyatta D. Green
Interim Chief Operating Officer
via email: kenyatta.green@rrha.com

RE: PROPOSED AFFORDABLE HOUSING DEVELOPMENT

Name of Development: Horner
Name of Owner: Horner Apartments LLC

I would like to take this opportunity to notify you of a proposed affordable housing development to be completed in your jurisdiction. We are in the process of applying for federal low-income housing tax credits from the Virginia Housing Development Authority (VHDA). We expect to make a representation in that application that we will give leasing preference to households on the local PHA or Section 8 waiting list. Units are expected to be completed and available for occupancy beginning on June 2024 (date).

The following is a brief description of the proposed development:

Development Address:
3901 Stigall Drive, Chesterfield, VA 23221
11041 Stigall Way, Chesterfield, VA 23112

Proposed Improvements:

<input checked="" type="checkbox"/> New Constr.:	<u>49</u>	# units	<u> </u>	# Bldgs
<input type="checkbox"/> Adaptive Reuse:	<u> </u>	# units	<u> </u>	# Bldgs
<input type="checkbox"/> Rehabilitation:	<u> </u>	# units	<u> </u>	# Bldgs

Proposed Rents:

<input type="checkbox"/> Efficiencies:	\$ <u> </u>	/ month
<input checked="" type="checkbox"/> 1 Bedroom Units:	\$ <u>400</u>	/ month
<input checked="" type="checkbox"/> 2 Bedroom Units:	\$ <u>500-1062</u>	/ month
<input checked="" type="checkbox"/> 3 Bedroom Units:	\$ <u>980-1214</u>	/ month
<input type="checkbox"/> 4 Bedroom Units:	\$ <u> </u>	/ month

Other Descriptive Information:

3 story family property built to EarthCraft Gold standard. Building will have an elevator.

PHA or Section 8 Notification Letter

We appreciate your assistance with identifying qualified tenants.

If you have any questions about the proposed development, please call me at (804) 644-0546.

Please acknowledge receipt of this letter by signing below and returning it to me.

Sincerely yours,

Lee Alford

Name

Director of Multifamily Real Estate

Title

To be completed by the Local Housing Authority or Sec 8 Administrator:

Seen and Acknowledged By: Kenyatta D. Green

Printed Name: Kenyatta D. Green

Title: Interim Chief Operating Officer

Phone: 804-780-3491

Date: 03.08.2022

Tab M:

Locality CEO Response Letter

Tab N:

Homeownership Plan

Tab O:

Plan of Development Certification Letter

Tab P:

Developer Experience documentation and Partnership agreements

VHDA Experienced LIHTC Developers

Notes:

Updated: 2/09/2022

I Listed if 'named' Controlling General Partner or Managing Member (as confirmed by supporting documentation)

I Listed if documentation supported at least 6 LIHTC developments

I Listed if a principal who has developed at least 3 LIHTC deals and has at least \$500,000 in liquid assets

See LIHTC Manual for instructions on being added to this list

INDIVIDUALS

1 Alexander, Randall P.	29 Fitch, Hollis M.	60 Melton, Melvin B.
2 Arista, Roberto	30 Fore, Richard L.	61 Midura, Ronald J.
3 Asarch, Chad	31 Franklin, Wendell C.	62 Mirmelstein, George
4 Ayd, Tom	32 Franklin, Taylor	63 Nelson, IV, John M.
5 Barnhart, Richard K.	33 Friedman, Mitchell M.	64 Orth, Kevin
6 Baron, Richard	34 Gardner, Mark E.	65 Page, David
7 Bennett, Vincent R.	35 Goldberg, Jeffrey	66 Parent, Brian
8 Burns, Laura P.	36 Gunderman, Timothy L.	67 Park, Richard A.
9 Chapman, Tim	37 Haskins, Robert G.	68 Park, William N.
10 Cohen, Howard Earl	38 Hardee, Carl	69 Pasquesi, R.J.
11 Connelly, T. Kevin	39 Heatwole, F. Andrew	70 Pedigo, Gerald K.
12 Connors, Cathy	40 Honeycutt, Thomas W.	71 Poulin, Brian M.
13 Copeland, M. Scott	41 Hunt, Michael C.	72 Queener, Brad
14 Copeland, Robert O.	42 Iglesias, Adrian	73 Rappin, Steve
15 Copeland, Todd A.	43 Jaeger, Jeffrey	74 Ripley, F. Scott
16 Cordingley, Bruce A.	44 Jester, M. David	75 Ripley, Ronald C.
17 Counselman, Richard	45 Johnston, Thomas M.	76 Ross, Stephen M.
18 Crosland, Jr., John	46 Jones Kirkland, Janice	77 Salazar, Tony
19 Curtis, Lawrence H.	47 Kirkland, Milton L.	78 Sari, Lisa A.
20 Daigle, Marc	48 Kittle, Jeffery L.	79 Sciocino, Richard
21 Dambly, Mark H.	49 Koogler, David M.	80 Sinito, Frank T.
22 Deutch, David O.	50 Koogler, David Mark	81 Stockmaster, Adam J.
23 Dischinger, Chris	51 Lancaster, Dale	82 Stoffregen, Phillip J.
24 Douglas, David D.	52 Lawson, Phillip O.	83 Surber, Jen
25 Edmondson, Jim	53 Lawson, Steve	84 Valey, Ernst
26 Edson, Rick	54 Leon, Miles B.	85 Uram, David
27 Ellis, Gary D.	55 Lewis, David R.	86 Wilson, Stephen
28 Fekas, William L.	56 Levitt, Michael	87 Woda, Jeffrey J.
	57 Margolis, Robert B.	88 Wohl, Michael D.
	58 McCormack, Kevin	89 Wolfson, III, Louis
	59 McNamara, Michael L.	

NON-PROFITS, LHAS & (PUBLICLY TRADED) CORPORATIONS

- 1 AHC, Inc.
- 2 Alexandria RHA
- 3 Arlington Partnership for Affordable Housing (APAH)
- 4 Atlantic Housing Foundation, Inc.
- 5 **Better Housing Coalition**
- 6 Buckeye Community Hope Foundation
- 7 Community Housing Partners
- 8 Community Housing, Inc.
- 9 ElderHomes (dba Project: Homes)
- 10 Enterprise Homes, Inc
- 11 Fairfax County RHA
- 12 Homes for America, Inc.
- 13 Humanities Foundation, Inc.
- 14 Huntington Housing, Inc.
- 15 LEDIC Realty Company, LLC
- 16 Newport News RHA
- 17 NHT Communities
- 18 Norfolk Redevelopment Housing Authority
- 19 People Incorporated
- 20 Piedmont Housing Alliance
- 21 Preserving US, Inc.
- 22 Portsmouth RHA
- 23 RHA/Housing, Inc.
- 24 Rush Homes
- 25 The Community Builders
- 26 Virginia Supportive Housing
- 27 Virginia United Methodist Housing Development Corporation
- 28 Wesley Housing Development Corporation

Tab Q:

Documentation of Rental Assistance, Tax Abatement
and/or existing RD or HUD Property



Chesterfield County, Virginia
Community Services Board

Department of Mental Health Support Services
6801 Lucy Corr Blvd – P.O. Box 92– Chesterfield, VA 23832
Phone: (804) 748-1227 – Fax: (804) 768-9205 – TDD: (804) 768-7200



KELLY FRIED
Executive Director

March, 2021

Ms. Lynn McAteer
Better Housing Coalition
12 W. Broad Street
P.O. Box 12117
Richmond, VA 23241

Dear Ms. McAteer:

Thank you for your proposal to the Chesterfield Community Services Board for Project Based Rental Assistance (PBRA). In response to your proposal, I am pleased to inform you that you have been awarded the following:

- 8 units to receive PBRA for the Horner Project located at 3901 Stigall Drive and 11041 Stigall Way, Midlothian, VA 23112

The term of the PBRA will be for 15 years subject to the execution of a contract. This commitment is in effect from March 5, 2021 – September 4, 2023 (30 months).

In addition, you indicated that your project was applying for Low Income Housing Tax Credits (LIHTCs) through VHDA, so this commitment is contingent upon receiving an allocation of Low Income Housing Tax Credits no later than December 31, 2021.

Congratulations on receiving this commitment. We look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Fried".

Kelly Fried
Executive Director

Tab R:

Documentation of Operating Budget and Utility Allowances

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing



Locality		Green Discount	Unit Type		Weather Code	Date	
Richmond Area 2021		None	Large Apartment (5+ units)		VA007	2021-09-07	
Utility/Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas	\$18	\$21	\$24	\$26	\$29	\$32
	Bottle Gas	\$56	\$66	\$75	\$84	\$94	\$103
	Electric Resistance	\$14	\$17	\$21	\$25	\$28	\$32
	Electric Heat Pump	\$12	\$14	\$17	\$18	\$19	\$20
	Fuel Oil	\$38	\$45	\$51	\$57	\$64	\$70
Cooking	Natural Gas	\$3	\$3	\$5	\$7	\$8	\$10
	Bottle Gas	\$9	\$10	\$15	\$19	\$24	\$28
	Electric	\$5	\$6	\$8	\$10	\$13	\$15
	Other						
Other Electric		\$18	\$21	\$29	\$37	\$45	\$53
Air Conditioning		\$7	\$8	\$12	\$15	\$19	\$22
Water Heating	Natural Gas	\$7	\$8	\$11	\$15	\$18	\$21
	Bottle Gas	\$20	\$23	\$33	\$44	\$54	\$64
	Electric	\$11	\$13	\$17	\$21	\$24	\$28
	Fuel Oil	\$13	\$16	\$23	\$30	\$36	\$43
Water		\$24	\$26	\$38	\$57	\$77	\$96
Sewer		\$34	\$37	\$52	\$74	\$97	\$120
Electric Fee		\$7	\$7	\$7	\$7	\$7	\$7
Natural Gas Fee		\$16	\$16	\$16	\$16	\$16	\$16
Fuel Oil Fee							
Bottled Gas Fee							
Trash Collection		\$20	\$20	\$20	\$20	\$20	\$20
Range/Microwave		\$15	\$15	\$15	\$15	\$15	\$15
Refrigerator		\$20	\$20	\$20	\$20	\$20	\$20
Other – specify							

\$95

\$128

\$165

Tab S:

Supportive Housing Certification

Virginia Housing Permanent Supportive Housing Services Certification

Permanent Supportive Housing is housing consisting of units designated for individuals or families that are homeless, at-risk of homelessness or who have multiple barriers to independent living.

Best practices are described by the U.S. Department of Health and Human Services:
<http://store.samhsa.gov/shin/content/SMA10-4510/SMA10-4510-06-BuildingYourProgram-PSH.pdf>

For consideration, provide **all** of the following:

1. Attach a list of developments for which you've provided permanent supportive housing services. Describe the types of services that were provided.
2. A signed copy of an MOU with a local service provider agency(ies). If no MOU exists, the service provider must sign this certification. If neither is available, provide an explanation for the lack of demonstrated partnership and describe how the property will receive referrals and from whom the residents will receive services.

3. Describe your target population(s).

Adults with behavioral health diagnosis or	disability conditions
Low-income individuals	

4. List the types of supportive services to be offered.

Case management & service referral	Housing case management
Individual and group therapy	Psychiatric services
Assertive Community Treatment (ACT)	Psychosocial rehabilitation services

5. Who will be providing supportive services?

Chesterfield County Service Board	

6. What percentage of the total number of units will be marketed to and held available for tenants in need of supportive services?

15 _____ %

In addition, I/we certify the following:

Services

Tenant choice. Supportive housing tenants will have choices in what support services they receive (i.e., not a limited menu of services). Individual Support Plans will reflect tenant-defined needs and preferences. As supportive service tenants' needs change over time, tenants can receive more or less intensive support services.

Assertive outreach and engagement. The service team will use a variety of outreach and engagement techniques to bring tenants into helping relationships.

Case management. Case managers will serve as the bridge between tenants and the supports that help them achieve stability and long-term tenancy.

Recovery supports. Services will include at least one of the following:

- Mainstream supports, e.g., income supports from public benefits programs, healthcare from hospitals and clinics and employment help from vocational agencies
- Specialized supports, e.g., life skills training, budgeting, medication management and behavioral health treatment
- Natural supports, e.g., connections with peers, family, community and faith communities

Housing

Tenant choice. Supportive housing tenants will be able to choose where they want to live. Tenants cannot be evicted from their housing for rejecting services.

Access. Supportive housing units will be available to people who are experiencing homelessness, are precariously housed and/or who have multiple barriers to housing stability, including disabilities and substance abuse.

Quality. Supportive housing units will be similar to other units in the project.

Integration. Supportive housing tenants with disabilities will have a right to receive housing and supportive services in the most integrated settings available, including in buildings that include neighbors who do not have disabilities and where there is access to an array of community services and resources used by people with and without disabilities.

Rights of tenancy. Supportive housing tenant leases or subleases will confer full rights of tenancy, including limitations on landlords' entry into the property and the right to challenge eviction in landlord-tenant court. Tenants can remain in their homes as long as the basic requirements of tenancy are met—paying the rent, not interfering with other tenants' use of their homes, not causing property damage, etc. House rules, if any, are similar to those found in other housing.

Affordability. Supportive housing tenants should pay no more than 30% of their incomes toward rent and basic utilities.

Coordination between housing and services. Property managers and support service staff will stay in regular communication and coordinate their efforts to help prevent evictions and to ensure tenants facing eviction have access to necessary services and supports.

Delineated roles. There will be a functional separation of roles, with the housing elements (rent collection, property maintenance, enforcement of responsibilities of tenancy) carried out by different staff than those providing services (case management, mental health treatment, wraparound services).

The undersigned Owner certifies that each of the above statements is true and correct.

I/We agree that the commitment to provide supportive housing will remain in place throughout the Compliance Period (as described in the Extended Use Agreement).

3/8/2022

Date

Horner Apartments LLC

Owner/Applicant

By: 

President & CEO of PAD XXIV LLC, its Managing Member

Its: _____

Title

Chesterfield Community Services Board

Service Provider

By: 

Executive Director

Its: _____

Title

Chesterfield Community Services Board
Services/Supports Available to Individuals Who Reside in CSB Supported Housing

Services provided by Chesterfield CSB:

Case Management - this program provides continuity of care when the person served moves in and out of various service programs. Face-to-face contacts occur at a minimum every 90 days with ongoing monthly phone contacts. Examples of services provided are assessment and planning services, linking the individual to services and supports specified in the individualized service plan; assisting the individual directly for the purpose of locating, developing or obtaining needed services and resources; coordinating services and service planning with other agencies and providers involved with the individual; enhancing community integration by contacting other entities to arrange community access and involvement, including opportunities to learn community living skills, and use vocational, civic, and recreational services; making collateral contacts with the individuals' significant others to promote implementation of the service plan and community adjustment; follow-up and monitoring to assess ongoing progress and to ensure services are delivered; and education and counseling which guides the client and develops a supportive relationship that promotes the service plan.

Housing Case Manager - this is a specific position within the Chesterfield CSB team that provides all of the services listed above as a "case manager" but also has a specialized caseload made up of individuals who are using (or will be using) our housing partnership arrangements. This case manager will focus on assessing housing needs, matching individuals to specific vacancies, growing and developing daily living skills for residents to be as successful as possible in their homes, and tracking data and trends related to housing needs and opportunities. The housing case manager provides direct supports to individuals and links them to additional services to help meet their various needs. This position also has enhanced on-call responsibilities for reducing response times to residents needs as much as possible.

Psychiatric Services - this program provides psychiatric care for individuals served in our CSB programs. Psychiatric assessment, ongoing medication management, and nursing services are the primary components of this service. Any individual receiving CSB services may be referred to psychiatric services if called for in his or her treatment plan. Individuals involved in our Intensive Community Treatment program (see below) receive psychiatric care as a part of that integrated care model.

Chester House - is a psychosocial rehabilitation program that uses the clubhouse model as a guide for programming. Members and staff work together to operate the program Monday through Friday from 8:00 a.m. to 4:00 p.m., two Saturdays a month and most Holidays from 8:30 a.m. to 1:00 p.m. Members and staff work together on a variety of tasks varying from simple to complex, but all necessary to the functioning of the program. The emphasis of the day program is on learning independent living, interpersonal, problem solving, and social skills, and providing opportunities to practice skills and enhance social and interpersonal skills within a consistent and safe environment.

Intensive Community Treatment - is a self-contained clinical team providing community based psychiatric treatment, rehabilitation, and support services for persons with severe and persistent mental illness. Individuals receiving this highly intensive support must meet specific criteria involving high level needs as well as diagnostic criteria. The comprehensive supports help the person served manage symptoms of mental illness, promote community integration, and improve overall quality of life. Examples of services provided are case management, wraparound services (help with housing and other basic needs), mental health supports to include symptoms management and coping skills, medication management, crisis

intervention and jail Diversion (services for individuals with serious mental illness whose behavior has involved the police).

Services that may be provided by other community providers:

Mental Health Skill Building - involves goal-directed training to enable individuals to achieve and maintain community stability and independence in the most appropriate, least restrictive environment. This service provides comprehensive assessments as well as short-term and solution-focused strategies. Examples of services provided are maintaining stable housing, housekeeping, personal hygiene, interpersonal skills, maintaining successful employment, developing or increasing the ability to handle finances, understanding medications and taking responsibility for personal medication management, learning to access appropriate transportation and other community resources, internalizing coping mechanisms that demonstrate an understanding of diagnoses, independently managing medical and mental health needs.

Crisis Stabilization - involves trained professionals responding to mental health crises 24 hours a day in the community. These counselors provide immediate stabilization and thoroughly assess the client so that a service plan, to include a person-centered safety plan, may be developed within 24 hours. Teams consist of qualified counselors, licensed professionals, and psychiatrists who consult on each case and make suitable client-centered recommendations for treatment. This short-term service can be authorized for up to 14 days and is provided in the consumer's residence.

Psychosocial Rehabilitation Programs – Similar to the model described above for the Chesterfield CSB's Chester House program, there are private providers of services in our community that offer this service, as well.

Peer Support – Organizations such as Friends for Recovery and Robin's Hope provide a peer-run wellness and education center for all struggling in the process of recovery. The focus is on cultivating strengths and supporting the individual in their personal whole health recovery goals. They often provide peer-led classes that benefit the individual's recovery journey. Some have available one-on-one peer support with a Certified Peer Support Specialist (through the Virginia Certification Board) that will support an individual in person-centered goals and connect them with other resources in the Chesterfield County community.



11/27/2019

Dear Better Housing Coalition,

Congratulations on becoming a CORES certified organization!

The Certified Organization for Resident Engagement & Services (CORES) Certification recognizes owners that have developed a robust commitment, capacity, and competency in providing resident services coordination in affordable rental homes. The CORES Certification is applicable across the entire portfolio and is inclusive of family, senior and supportive housing communities (www.coresonline.org).

The CORES Certification recognizes Better Housing Coalition's investment in and development of the tools necessary to implement a robust system of resident services coordination under the Direct Model.

We have provided a version of the CORES logo which recognizes your organization as CORES certified. Please feel free to use this logo on your website or any other promotional materials.

The CORES certification lasts **five years** and will expire on November 27, 2024. We recommend starting the renewal process three months in advance of the certification expiration date.

If you have any further questions, please contact us at cores@sahfnet.org.

Sincerely,

Andrea Ponsor
Interim President and CEO
Stewards of Affordable Housing for the Future

www.coresonline.org

Better Housing Coalition - Property List of Permanent Supportive Housing Services

	Outreach	Referral	Case Mngmt	Entitlement Support	Housing Stability Services	Social & Recreational Opportunities	Health Services Coordination	Placement to Higher Level of	Individual Counseling	Family Supports	Workforce Development
Carter Woods	X	X	X	X	X	X	X	X	X	X	
Cary 2000	X	X		X	X						X
Claiborne Square	X	X	X	X	X	X		X	X		
Columns on Grove	X	X	X	X	X	X	X	X	X		
Goodwyn	X	X		X	X						X
Lincoln Mews	X	X	X	X	X	X	X	X	X	X	X
Market Square All Phases	X	X	X	X	X	X	X	X	X	X	X
Monarch Woods	X	X	X	X	X	X	X	X	X	X	
NewJM	X	X		X	X						X
North Oak	X	X	X	X	X	X	X	X	X	X	X
Randolph Place	X	X	X	X	X	X	X	X	X	X	
Rockwood Village	X	X	X	X	X	X	X	X	X	X	
Somanath Seniors	X	X	X	X	X	X	X	X	X	X	X
Winchester Greens	X	X			X						X

Tab T:

Funding Documentation

Tab U:

Acknowledgement by Tenant of the availability of Renter
Education provided by Virginia Housing

Virginia Housing Renter Education Program

Horner Apartments

Whether it's a house, apartment, duplex or townhouse, renting can have its advantages over purchasing. Here are some resources to help you understand and explore your options for finding affordable rental housing in Virginia. As a renter, you have certain rights that protect you and your interests, but you also have responsibilities. Become familiar with what you need to know.

Virginia Housing provides Renters the opportunity to complete free courses and access other resources at their website. Renters are encouraged but not required to access this information.

To begin, Renters need to create an account on the VHDA website that is included in the links below. The eBook is a comprehensive resource that covers financial readiness, credit, searching for rentals, the application, the lease agreement, security deposit, tenant rights & responsibilities, housekeeping, and maintenance & repairs.

The online course is available in both English and Spanish. It is comprised of nine (9) standalone modules/chapters and is available 24 hours a day. A Certificate of Completion is made available at the completion of each chapter. Renters can download the certificate, print, save, and share by email if desired.

Links for Assistance to Renters Before Taking the Renter Education Program:

<https://www.virginiahousing.com/renters>

<https://www.virginiahousingsearch.com/Resources.html>

<https://www.virginiahousing.com/renters/education>

Acknowledgment of Renter of _____ (Apartments):

Signature: _____ Dated: _____

Printed: _____

Tab V:

Nonprofit or LHA Purchase Option or Right of First
Refusal

Tab W:

Internet Safety Plan and Resident Information Form (if internet amenities selected)

Resident Wi-Fi Information

Internet Education Information, Acknowledgement Form, and
Internet Security Plan

Horner
3901 Stigall Dr.
11041 Stigall Way
Chesterfield, VA 23112

RE: Resident Internet Information

Dear Resident,

As a resident of Horner you will be provided with free individual Wi-Fi access within your unit. Please know that while the Wi-Fi provided by Horner will be closely monitored and secured by critical IT solutions there is still a level of risk associated with using Wi-Fi. These risks include, but are not limited to, personal information and data theft, monetary scams, and system security breaches.

Again, while we will work to minimize these risks to the greatest extent feasible there is always a risk to utilizing the internet and we ask residents to exercise caution when visiting websites, downloading materials, or providing their personal information.

Sincerely,

Horner Apartments LLC

Horner: Internet Acknowledgement Form

I, _____, hereby acknowledge that I have received a copy of the Horner "Resident Internet Information" letter and have been informed of any/all internet security policies. I further attest to comply with the internet policies and will follow up with staff if I have any questions regarding the provided materials.

_____ Resident Signature

_____ Unit Number

_____ Date

Horner: Internet Security Plan

In order to provide a secure IT environment for residents and staff, Horner will be outfitted with several key IT solutions. These solutions will be continuously monitored and updated by a computer networking company.

The solutions that will be implemented at Horner include:

- Patch Management automation for operating systems and software applications;
- Endpoint Security to identify and prevent known viruses from infecting systems;
- Advanced Email Security beyond spam filtering that specifically targets spear phishing and spoofing;
- DNS Based Secure Internet Gateway for web content analysis, protection, and malware security;
- Cloud Managed Wireless Access Points to allow for identity-based group security policies and network-wide visibility and control; and
- Next Generation Firewalls to provide intrusion prevention and application layer content filtering services that allows traffic shaping and web access to specific devices between employee and resident wireless networks.

Tab X:

Marketing Plan for units meeting accessibility
requirements of HUD section 504

Horner Apartments

Marketing Plan for Units Meeting Accessibility Requirements of HUD Section 504

Project Background

Horner Apartments LLC plans to construct Horner, a 49-unit affordable multi-family housing development on vacant land in Chesterfield, Virginia. BHC is proposing a mixed income development serving residents at 40%, 50%, and 60% of the area median income.

HUD Section 504

8 units at Horner will meet HUD Section 504 accessibility specifications. The property will be managed by BHC Management, a VHDA certified property management company. BHC Management will incorporate a marketing plan for the Section 504 units that include the following elements:

Leasing Policy & Procedure:

- The law has certain requirements about filling a unit that is accessible.
 - The unit must first be offered to current residents who have a verified need for the accessible unit.
 - Then the unit may be offered to applicants who have a verified need for the unit for accessibility.
 - If the unit cannot be filled with a person who needs the accessible features, then the unit may be rented to an applicant on the waitlist following normal tenant selection procedures and in compliance with VHDA LIHTC program requirements
 - VHDA Requirements:
 - **Units must be held vacant for 60 days during which ongoing marketing must be documented.**
 - If a qualified household including a person with a disability is not located in that timeframe, submit the evidence of marketing to VHDA's Program Compliance Officer and request approval to rent the unit to any income-qualified household. If the request is approved, the lease must contain a provision that the household must move to a vacant unit if a household including a person with a disability applies for the unit. The move will be paid for by the owner

Marketing Strategies

- Property Manager will coordinate with BHC Community Social Work department to identify residents at other BHC properties that have requested an accessible unit.
- BHC will communicate with the Richmond Redevelopment and Housing Authority about the acceptance of Housing Choice Voucher Units, including accessible units.

- BHC will communicate the availability of affordable accessible units to the Chesterfield Community Services Board.
- Flyers will be mailed or distributed to additional organizations such as Veterans Administration, Area Agencies on Aging, Virginia Department of Rehabilitative Services (DRS), Virginia Department of Social Services, Housing Opportunities Made Equal (H.O.M.E.), Resources for Independent Living, Goodwill Industries, Sheltering Arms and Richmond Redevelopment and Housing Authority (RRHA).
- BHC Management will develop relationships with these programs and other medical and health service providers and develop memorandums of understanding that encourage referrals to the Horner development.
- BHC Management will maintain a waiting list for all accessible units.
- **The Horner development will be registered and listed on www.virginiahousingsearch.com**

In addition to the resources noted above, the marketing plan may include a combination of paid print and Internet Listing Service (ILS) advertising, social media and targeted outreach marketing to area merchants, health-care providers and social services organizations. In addition, BHC will make presentations to community groups and civic organizations to market the entire project.

AFFIRMATIVE FAIR HOUSING

- A. Affirmative Fair Housing Marketing Plan: This project will be marketing without regard to race, color, creed, religion, sex, national origin, handicap, familial status or sexual orientation. All print and online advertisements shall utilize the required statements and symbols of Equal Housing Opportunity and accessibility as required by local, state and Federal regulations. Additionally, all on-site signs for the purposes of directing prospective tenants to the project shall include the Equal Housing Opportunity Logo.
- B. Management shall strive to make the availability of the units known to all demographic groups within the area. Marketing activities will be in accordance with the Affirmative Fair Housing Marketing Plan and Fair Housing Law.
- C. All employees will receive training regarding Federal Fair Housing and Section 504 Laws. Failure of employees to follow Federal Fair Housing or Section 504 shall result in disciplinary action up to and including termination.
- D. All employees will receive training in the proper procedure for accepting and processing all requests for Reasonable Accommodations.
- E. All employees will be required to take a minimum of 3 hours of Fair Housing Training

Tab Y:

Inducement Resolution for Tax Exempt Bonds

Tab Z:

Documentation of team member's Diversity, Equity and
Inclusion Designation

Tab AA:

Priority Letter from Rural Development

Tab AB:

Socially Disadvantaged Population
Documentation