

THE MINNEAPOLIS/SAINT PAUL HOUSING FINANCE BOARD  
LOW INCOME HOUSING TAX CREDIT PROGRAM  
**Saint Paul's Self Scoring Worksheet for Selection Points**

PROJECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

*Please indicate below the Threshold criteria under which your project qualifies, and the selection and/or preference priority points for which you expect your project to qualify. The Authority will determine actual Threshold and Selection points which are to be awarded, based on the application and the documentation submitted. **Do not claim points if you cannot provide documentation.***

*Please Note: Restrictive covenants covering the rent restrictions and occupancy requirements presented at selection will be placed on the buildings) at the time of allocation.*

**THRESHOLD CRITERIA:**

1. New construction or substantial rehabilitation in which, for the term of the extended use period, at least 75% of the total tax credit units are single-room occupancy units which are affordable by households whose income does not exceed 30 percent of the median area income;
2. New construction or substantial rehabilitation family housing projects that are not restricted to persons who are 55 years of age or older and in which, for the term of the extended use period, at least 75% of the total tax credit units contain two or more bedrooms and at least one-third of the 75% must contain three or more bedrooms;
3. Substantial rehabilitation projects of existing housing in neighborhoods targeted by the City of Minneapolis or the City of Saint Paul for revitalization;
4. Projects in which at least 50% of the units are for mentally ill, mentally retarded, drug dependent, developmentally disabled, or physically handicapped persons, all as further described in Minnesota Statutes, Section 462A.222, Subdivision 3(c)(l)(3);
5. Projects which preserve existing subsidized housing which is subject to prepayment if the use of tax credits is necessary to prevent conversion to market rate use.

**NOTE:** All new construction projects receiving more than \$200,000 in public investment must comply with Saint Paul Sustainable Building Policy.  
See: <http://www.stpaul.gov/DocumentView.aspx?DID=11656>  
Projects that receive \$200,000 or less must comply with the sustainable development standards known as the PED/HRA Sustainability Initiative.  
See: <http://www.stpaul.gov/DocumentView.aspx?DID=11663>

**NOTE:** All projects must be reviewed by HRA staff and determined to be consistent with City/HRA plans, Saint Paul Comprehensive Plan, or Small Area Plans.

**SELF-SCORING WORKSHEET FOR SAINT PAUL PROJECTS**

Projects located in Saint Paul for which an application is submitted will be rated by the HRA in accordance with the selection and preference priority point system below. Each applicant must fill out this worksheet and submit it along with other materials required by the Procedural Manual

**A. SAINT PAUL’S SELECTION PRIORITIES – Selection Criteria**

Points

1. Project promotes family housing that is not restricted to persons 55 years old or older, for the Extended Use Period, whereby 25% or more of the rental units in the project have three or more bedrooms. Points are awarded as follows:

% of Units – 3BR or Larger	Points Awarded
at least 25%	3
at least 50%	5
75% or more	10

2. A tax exempt 501(c)(3) or 501(c)(4) non-profit organization, whose primary service area includes the City of Saint Paul, is a material participant of the project. (i.e. project sponsor/participation as a general partner.) (3 points)

3. The project provides suitable housing combined with supportive services for occupancy by homeless households for at least 20 percent of its tax credit units. Homeless households shall be defined as homeless individuals, homeless families or unaccompanied youth living in a shelter, on the streets, or doubled-up in housing not their own, and current project residents who are participating in a supportive housing program while residing at the project site. The developer must provide satisfactory evidence in writing of a commitment from an appropriate social service agency to provide support services. (15 points)

4. Projects that are not restricted to a particular age group in which, for the term of the Extended Use Period, at least 50% of the units are set aside and rented to persons: (5 points)

(i) with a serious and persistent mental illness as defined in MN Statute Section 245.462, subdivision 20 paragraph (c);

(ii) with a developmental disability as defined in United States Code, Title 42, Section 6001, paragraph (5), as amended;

(iii) who have been assessed as drug dependent persons as defined in MN Statute Section 254A.02, Subdivision 5, and are receiving or will receive care and treatment services provided by an approved treatment program as defined in MN Statute Section 254A.092, Subdivision 2;

(iv) with a brain injury as defined in MN Statute Section 256B.093, Subdivision 4, paragraph (a);

(v) with permanent physical disabilities that limit major life activities, if at least 50 percent of the units are accessible as provided under Minnesota Rules, Chapter 1340; or

(vi) with HIV/AIDS related illness.

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SELF SCORING WORKSHEET

5. The project provides resident support services (i.e. information and referral, advocacy, case management, self-reliance training, resident association and community building activities) contingent upon an agreement with an established organization providing such services to residents and financial plans demonstrating feasibility. (10 points) \_\_\_\_\_
6. The developer has a recommendation of support in writing for the project from a city recognized citizen participation community planning council, or neighborhood-based planning organization which represents the geographic location of the project, (a recommendation of support from the applicant is not eligible for points). (10 points) \_\_\_\_\_
7. The project is located in a "non-impacted area" (as defined by HUD) of the City of Saint Paul or outside a Qualified Census Tract. (3 points)  
See: K:\LIHTC\2012\WEB PAGE\4)2010 Qualified Census Tract (Exhibit C) \_\_\_\_\_
8. The project is located in Neighborhood Stabilization Program ("NSP") areas  
See: K:\LIHTC\2012\WEB PAGE\5) NSP3 HUD-eligible2.pdf (10 points) \_\_\_\_\_
9. The project preserves low income housing which is defined as subsidized low income housing or housing developments with current rents at or below 50% area median income as determined by HUD if the use of tax credits is necessary to (1) prevent conversion to market-rate use; or (2) to remedy physical deterioration of the project which would result in lost of affordable housing, as defined. (30 points) \_\_\_\_\_
10. The project constitutes the rehabilitation of an existing building for housing as follows:  
 (a) The project promotes rehabilitation of existing residential rental buildings. (10 points) \_\_\_\_\_  
 (b) The project will receive historic tax credits. (5 points) \_\_\_\_\_  
 (c) The project does not need any HRA financial subsidy other than tax credits. (5 points) \_\_\_\_\_
11. Intermediary Costs (soft costs). Points will be given to projects on a sliding scale of intermediary costs based on the percentage of total project costs. For selected projects, this percentage will be enforced at issuance of the IRS Form 8609. (0 – 6 points) \_\_\_\_\_

% of Total Project Cost	Points
0%-15%	6
15.1% – 20%	4
20.1% - 25%	2
25.1% - 30%	1
Over 30.1%	0

12. To promote economic integration, the proposed housing provides economic \_\_\_\_\_

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- integration by providing 25% but not greater than 50% of the total units in the project as HTC low-income units (does not include full time manager's unit or other common space units) (2 points) \_\_\_\_\_
13. Points will be awarded to those projects that utilize other project-based funding sources in order to provide units affordable at 30% of the area median income. These sources include, but are not limited to, project-based Section 8 assistance, and MHFA homeless initiative funds. \_\_\_\_\_
- Points will be awarded as follows:
- Projects with 1%-4.9% of total units at 30% of AMI (5 points)
- Projects with 5% to 9.9% of total units at 30% of AMI (10 points)
- Projects with 10% - 14.9% of total units at 30% of AMI (15 points)
14. The project attracts private financing. Points are awarded for projects that are funded by private loans, equity, or other private financing contributions, such as funding from area employer, and/or private, religious, or charitable organizations. Private loans are those provided by private lenders. General partner cash and contributions count as private equity. Loans made with funds from public sources do not count as private loans. Revenue from tax increment bonds, notes, or mortgages and any equity obtained from a tax credit investor does not count as private equity for purposes of this section. (5 points) \_\_\_\_\_
15. The project is located within 0.25 miles of any other transit stop. (5 points) \_\_\_\_\_
16. The project has a high density of units. Points will be given to those projects that have an overall density equal to or greater than 25 units per acre as supported by the Land Use Plan of the Saint Paul Comprehensive Plan. (10 points) \_\_\_\_\_
- OR
- Points will be given to those projects that have an overall density equal to or greater than 60 units per acre as supported by the Land Use Plan of the Saint Paul Comprehensive Plan. (30 points) \_\_\_\_\_
17. The project has a policy prohibiting smoking in all apartment units and all common areas of the project. The project applicant must develop and maintain a written occupancy policy that prohibits smoking in all apartment units and in all project common areas. The project must include a non-smoking clause in the lease for every household. (1 point) \_\_\_\_\_
18. Projects are located on HRA-owned land or housing developments in which HRA has a current financial interest. (50 points) \_\_\_\_\_

**MAXIMUM SELECTION PRIORITIES POINTS WHICH CAN BE AWARDED: 240**

**B. SAINT PAUL'S PREFERENCE PRIORITIES**

According to Article VIII (K), projects will be prioritized with the project receiving the most points being rated first, the project receiving the second most points being rated second and so on. If two or more projects have overall point totals which are within 10 points of one another, the project that scores at least 10 points higher than the other exclusively on the Preference Priorities set forth in Section B of Article IX shall be rated higher. If neither project exceeds the other by 10 or more Preference Priorities points, the projects shall be deemed to be of substantially equivalent the project which best meets the applicable city's housing priorities.

1. Points will be awarded to Projects that serve the lowest income tenants. The following number of points will be awarded if, as verified by gross rent levels, (i) the average household income of tenants of the project in qualifying units is equal to the corresponding percentage of the Minneapolis/Saint Paul MSA median income adjusted for family size, shown below, (ii) the applicable fraction is at least the corresponding fraction shown below, and (iii) the rents for such units are not greater than 30% of the applicable income limit: 0 – 12

Percentage of Median Income	Applicable Fraction of Low Income Units		
	10% of all units	15% of all units	20% of all units
Serves 30.1 – 50% of median income	1 POINT	2 POINTS	4 POINTS
Serves less than 30% of median income	2 POINTS	4 POINTS	8 POINTS

**MAXIMUM PREFERENCE CRITERIA POINTS THAT CAN BE AWARDED: 12**