

The Project can receive a point preference for providing a minimum set-aside of five percent (5%) of the total proposed units for tenants with disabilities and/or homeless populations. Please see the requirements below for committing to provide the set-aside units for disabled and/or homeless populations.

Project Name: _____

Project Address: _____

1) Total # of Units in the Project: _____

2) Total # of Set-Aside Units: _____

3) Set-Aside % #DIV/0! _____

Required Documents

Marketing Plan _____

Preference Plan _____

List of Local and/or Regional Service Providers Contacted _____

Executed MOU _____

Owner's Certification

I, the undersigned Responsible Owner for the above referenced project, hereby certify to the Alabama Housing Finance Authority (AHFA) that the above-listed information and required documents included with this form are true and correct. I certify that I as the Responsible Owner of the above listed Project will set-aside the amount stated in item number three (3) above of the total amount of the Project's units for tenants with disabilities and/or homeless populations. I further agree that, subsequent to this certification and prior to the final allocation of Low-Income Housing Tax Credits, HOME funds, or Multifamily Housing Revenue Bond financing, I will furnish AHFA with the rent roll and any other documentation requested by AHFA evidencing the qualifying units.

Print Name: _____

By: _____
(Signature)

Date: _____

Its: _____

The units must be actively marketed and rented to households with at least one tenant with a disability and/or a tenant transitioning from homelessness. A marketing and preference plan will be required at the time of application.

I. Application Requirements

In order to receive points under either the Housing Credit Qualified Allocation Plan or HOME Action Plan, a marketing and preference plan must be provided. The marketing and preference plan must contain the following items to qualify for the points:

A. A Project specific marketing and preference plan to target the special populations (disabled and/or homeless) for the set-aside. The proposed tenants must also meet income and age restrictions for the proposed Project.

B. Include a list of established local and/or regional service providers that serve disabled and/or homeless populations that have been contacted prior to submitting the Application Package. The list of local and/or regional service providers contacted should provide at a minimum the following:

- 1.) Service provider's name
- 2.) Address
- 3.) Phone number
- 4.) Email address
- 5.) Name of person contacted
- 6.) Services provided and population served

C. An executed Memorandum of Understanding (MOU) between the Responsible Owner, Management Company, and at least one (1) local and/or regional service provider or Continuum of Care must be provided.

To qualify for points, the MOU should include, at a minimum, the following agreed upon terms:

1.) A description of the supportive services that will be available to the households, and any other local and/or regional community agencies, who will be working with the local and/or regional service provider(s) in referring households and making their services available to the households. The service plan should also provide a description of how services will be coordinated among agencies and how households will be linked to these services.

2.) The willingness of all parties to negotiate any reasonable accommodations to facilitate the admittance and retention of persons with disabilities or homeless populations.

3.) A plan between the local and/or regional service provider, the Alabama HUD Homeless Continuum of Care (CoC) and owner that will take into consideration any possible future staff turnover and assure continuing availability of services for the duration of the compliance period.

Note: If approved for funding, Responsible Owner will be required to provide a letter of support from the CoC covering the region of the proposed Project.

II. Eligible Households

A. Eligibility Requirements for a Unit Occupied by a Household with a Disabled Person

At least one member (adult and/or minor) of the household must have a documented disability as defined by the American with Disabilities Act (ADA) of 1990. A unit can be filled by unrelated adults, as long as one head-of-household has a disability.

B. Eligibility Requirements for a Unit Occupied by a Homeless Household

In order for a household to be eligible for a homeless unit in the development, the unit must be leased to a household that meets at least one of the following described living situations:

- 1.) A place not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street). Certification form signed by the outreach worker or service worker verifying that the person or family is homeless. This could include a letter or certification form signed by an outreach worker or service worker from another organization that can verify that the person or family was, in fact, homeless as described in the above definition, or a written statement prepared by the household about the household's previous living place (if unable to verify by outreach worker or service worker). Have the household sign and date.
- 2.) An emergency shelter. The shelter operator should provide a certification that the household has been residing at the emergency shelter (on agency letterhead, signed and dated).
- 3.) A transitional or supportive housing program for homeless persons who originally came from the streets or emergency shelters (make sure you have evidence that the person came from the streets or emergency shelter situation). Certification (on agency letterhead, signed and dated) if the household is residing at the transitional housing facility as well as written verification that the household was living on the streets or an emergency shelter prior to living in the transitional housing facility.
- 4.) In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution. Certification from institution's staff verifying that the householder has been residing in the institution for 30 days or less should be obtained. There should also be written verification that the household was residing on the street or in an emergency shelter prior to the short-term stay in the institution.
- 5.) Is fleeing a domestic violence housing situation, no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing. A written statement from the household that he/she is fleeing a domestic violence situation should be prepared. If household is unable to prepare a written statement, staff should prepare the statement about the household's previous living situation and have the household sign and date it.

C. Household Requirements and Obligations

The prospective household member(s) should complete an application for tenancy and any other documentation required by owner's management agent, including information required for the verification of income. Once tenancy has been established, the tenant must fulfill the obligations of tenancy and provide annual information required for verification of income. The tenant is also responsible for their own application fee, security deposit and share of the monthly rent unless otherwise specified in the owner's agreement with the local and/or regional service provider.

D. Owner's Requirements and Obligations

If unable to rent the disabled and/or homeless housing units to eligible (disabled/and/or homeless) household(s), within ninety (90) days of the initial lease up, the unit(s) may be rented to an otherwise income-eligible tenant(s). Efforts of locating eligible households and advertising availability of units must be documented. Also, a separate waiting list of eligible household(s) and rent set-aside units to all eligible household(s) on the list is required. However if there are no eligible household(s) on the waiting list, the local and/or regional service provider and AHFA must be notified. **After** notifying the local and/or regional service provider and AHFA, the unit may be rented to an otherwise income-eligible household.