



## 2025 ALLOCATION PLAN

### Low Income Housing Tax Credit Program



Planning and Housing Development Division  
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The information in this plan is provided as a general overview and should not be relied on for tax purposes. Individual applicants are solely responsible for compliance with section 42 of the internal revenue code, as amended. Each applicant will be responsible for the determination of the amount of tax credit for which they apply. Agency recommends that applicants seek professional advice prior to submitting an application.

This recipient does not discriminate in admission or access to, or treatment or employment in, its federally assisted programs and activities. Accommodations: Individuals who require accommodations including translated documents, an alternate format, or to request a copy of the plan may contact:

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## SECTION 1: INTRODUCTION

North Dakota Housing Finance Agency (“Agency”) is responsible for the administration of the Low-Income Housing Tax Credit (“LIHTC”) Program for the State of North Dakota. Agency developed a Qualified Allocation Plan (“Plan”) defining the process by which it will distribute housing tax credits. The LIHTC program is regulated by the U.S. Internal Revenue Service Code (“Code”) section 42. Applicants must understand this Plan and follow all its provisions precisely.

## SECTION 2: GENERAL PROVISIONS

Agency may modify or waive any condition of this Plan, which is not mandated by the Code, on a case-by-case basis.

For purposes of this Plan, the term Developer is the individual or entity to which the developer fees are paid for promoting the project (“Developer”). The Developer may or may not be the Applicant. The Applicant is either the owner of the project or the entity that has controlling interest in the ownership entity (“Applicant”) (i.e. the general partner, managing member).

- A. **Discretion:** In administering the LIHTC and other rental housing programs, Agency will make decisions and interpretations regarding applications and the Plan. Unless otherwise stated, the Agency is entitled to the full discretion allowed by law in making all such decisions and interpretations.
- B. **Basis Boost:** Non-acquisition eligible basis may be increased by 30% for projects meeting any of the following conditions.
1. The project is entirely located within a HUD-designated Difficult Development Area (DDA).
  2. The project is entirely located within a HUD-designated Qualified Census Tract (QCT).
  3. The project meets one of the following Agency designations:
    - The project is designed to primarily serve special needs populations, (i.e. homeless or those requiring permanent supportive services).
    - The project targets 20% or more of the units at 30% of area median income or less.
    - The project is entirely within the bounds of tribal land (either held in trust or fee-simple), including the Trenton Indian Service Area.
    - The project entails new construction on in-fill lots with existing structures which either need to be demolished or require substantial environmental remediation.
    - The project is entirely located within a rural area without sufficient soft financing to be financially feasible in low market-rent areas. Proposed rents, including utility allowance, must be the lesser of current Fair Market Rents, as published by the U.S. Department of Housing and Urban Development (“HUD”), or a minimum of 20% below LIHTC rent ceilings, either of which will be enforced through a land use restriction agreement (“LURA”). Developments with a project-based federal rent subsidy are not eligible.
    - The project is entirely located within an Opportunity Zone, as defined in Section 1400Z-1 of Code.

**Applicants must provide a narrative explanation justifying the need to increase the eligible basis. Basis boost is not available on 4% acquisition LIHTCs. The potential basis boost under paragraph 3 herein does not apply to tax-exempt bond financed projects. The potential boost to non-acquisition basis under paragraphs 1 and 2 herein does apply to tax-exempt bond financed projects.**

- C. **Maximum Developer Fee:** Developer fee will be limited to 15% of the project's eligible basis. Fees paid to consultants as well as fees the Developer charges will be included in this limitation. The Developer fee for the acquisition portion of an acquisition/rehabilitation project shall not exceed 5% of acquisition basis. The fees of all parties with an Identity of Interest with the Developer in the project will be taken into consideration when calculating the Developer's maximum fees. When the Developer and the contractor are the same or related entity, in addition to the fee limits stated above, the combined sum of Developer fee and contractor fees may not exceed 20% of eligible basis. All Developer fees exceeding the established maximums will not be included in the eligible basis. Applications for 4% credits will be limited to 20% of the project's eligible basis with the combined sum, described above, limited to 25%. Any developer fee over 15% must be deferred.
- D. **Maximum Contractor Fees:** Contractor fees may not exceed the following limits:
1. Contractor's Profit, 6% of hard construction costs.
  2. Contractor's Overhead, 2% of hard construction costs.
  3. General Requirements, 6% of hard construction costs.
- Fees in one area may exceed the stated percentage if other areas are not at their maximum, so long as they do not exceed 14% collectively.
- E. **Average Income (AI):**
1. Projects with multiple residential buildings must answer "Yes" to question 8b on IRS Form 8609, thereby designating the development as a multiple building project.
  2. AI is not available on resyndication projects which will not have completed their original Extended Use Period prior to the Credit Period Start Date for a new LIHTC Award.
  3. Tax-exempt bond financed projects electing AI for LIHTC must also elect a minimum set-aside for the tax-exempt bond financing.
  4. Unit Designations within an AI project shall be floating and not fixed to specific units.
- F. **Extended Low-Income Housing Commitment:** Prior to a final allocation of LIHTCs, the owner must waive their right to request a qualified contract under Code (IRC § 42(h)(6)(F)) and enter into an Extended Use Agreement which requires the owner and any successors to meet the applicable fraction of low-income occupancy for an extended use period of at least 15 years beyond the initial 15-year compliance period. The owner must record this agreement as a restrictive covenant.
- G. **Compliance Monitoring:** Agency will monitor all LIHTC projects through the end of the Extended Use Period. A copy of the Agency LIHTC Compliance Manual is available on the [Agency's website](#) and is incorporated herein by reference.

Applicants, Developers, and Property Managers must remain in compliance with LIHTC program guidelines throughout the agreed upon extended use period. An Applicant, Developer, or Property Manager involved with an existing project that Agency determines is significantly out of compliance may not participate in new LIHTC projects until the issues are resolved to Agency's satisfaction. Relevant noncompliance includes both federal and state imposed LIHTC requirements (e.g. improperly funded reserves, unpaid fees, not meeting scoring criteria previously promised), as well as noncompliance within any other Agency funded or administered programs.

1. Agency will charge each project an annual monitoring fee, currently set at \$50 per project plus \$40 per LIHTC unit. Projects with multiple buildings located in different municipal jurisdictions shall pay a fee of \$50 per municipal jurisdiction plus \$40 per low-income unit. Agency may adjust the annual fee and assess additional fees to a project in substantial noncompliance to cover added costs of monitoring.
2. Approximately 120 days before placing a project in service, the owner must request and hold a meeting with the individual(s) responsible for processing tenant income certifications and/or approving tenant files;

the property management company; Agency compliance and development staff; and other providers of project funding which impose income or other restrictions on the project. The purpose of the meeting is to ensure all parties are aware of all applicable restrictions prior to any lease-up activities.

3. Prior to issuance of the IRS Form 8609, the owner and on-site managers must attend or document that they have recently attended industry recognized training on management and compliance. Agency may require further follow-up training following significant or repeated noncompliance events.
- H. **Maximum Credit Limit:** No one project will be eligible to receive a conditional Reservation for more than an aggregate 34% of the annual LIHTCs available other than in the following circumstances:
1. If during the regular allocation cycles, the only requests remaining are from Applicants that have not reached the Maximum Credit Limit.
  2. If, after the regular cycles, there are recaptured or unallocated LIHTCs, they may be allocated without regard to the Maximum Credit Limit.
  3. At Agency's discretion to address an emergent need.
- I. **Discrimination:** All housing receiving LIHTCs must be open to all persons regardless of race, color, national origin, religion, creed, sex, disability, or familial status.
- J. **ADA, 504 and Fair Housing Acts:** Properties containing facilities that are available to the public must meet the Americans with Disabilities Act (ADA) requirements and, if federal assistance is involved, must also comply with Section 504 of the Rehabilitation Act of 1973. The property must also comply with the Fair Housing Amendments Act of 1988.
- K. **VAWA:** All housing receiving LIHTCs must comply with the provisions of the Violence Against Women Reauthorization Act of 2013 (VAWA 2013). Guidance available on the [Agency's website](#).
- L. **Tenant Protections:** The ownership entity and management agent shall:
1. Expressly include reasonable accommodation in the application for tenancy.
  2. Not ask applicants/residents for medical or other protected information unless and only to the extent legally necessary.
  3. Use standard leases with the same rights available to, and responsibilities expected of, all households, including duration of tenancy.
  4. Ensure participation in any supportive services is entirely voluntary.
  5. Not give a preference based on either disability type, actual or perceived, or being a client of a particular provider.
- M. **Reserve Accounts:** Each reserve account identified in this section must be accounted for separately within the project owner's accounting records and held at a federally insured financial institution or the Bank of North Dakota. All projects shall maintain and regularly fund Replacement Reserve account through the Extended Use Period. The Replacement Reserve requirement for projects primarily designed for:
1. Seniors will be no less than \$350 per unit per year, inflated at 3% annually.
  2. General occupancy will be no less than \$400 per unit per year, inflated at 3% annually.
- This account shall not be used for routine maintenance and upkeep expenses or for operating expenses. Project owners must provide Agency with a record of all activity in the Replacement Reserve account during the prior fiscal year in conjunction with submission of the project's annual compliance monitoring materials. The ownership entity agreement must require that the Replacement Reserves may only be used for the funding of capital expenditures and replacement of building and site components and may not be distributed to owners or partners prior to the end of the Extended Use Period.

All projects shall establish and maintain, until the project has achieved a minimum of five years of stabilized operations, an Operating Reserve equal to a minimum of six months of projected operating expenses, must-pay debt service payments, and annual Replacement Reserve payments. This requirement can be met with an up-front cash reserve or a personal guarantee from the developer/general partner with a surety bond to stand behind the personal guarantee.

Projects which have committed to including a Rent Rebate for Homeownership program for its tenants shall be required to include within the ownership entity agreement details regarding the maintenance and funding of a Rent Rebate Reserve.

If not already maintained by the Project's mortgage servicer, an Escrow Reserve shall be maintained and regularly funded.

- N. **Tax-Exempt Financed Projects:** Project applications with tax-exempt bond financing are subject to all requirements of this Plan except for the score requirements listed in Section VII of this Plan.
- O. **Identity of Interest:** The Applicant must disclose all relationships, generally based on financial interests or family ties, with others involved in the project. This disclosure is required for all parties which:
  1. Have an ownership, development, or financial interest in the project, excluding limited partners with less than a 15% ownership interest.
  2. Have current or future management control of the project.
  3. Have any current or contingent financial or management liability for the project, including guarantees, letters of credit, takeout agreements, or support agreements.
  4. Are involved in the project and have been debarred from any North Dakota program, other state program or any federal program.

This disclosure requires the names and addresses of all parties, including corporate officials, if applicable. Forfeiture of the reserved LIHTCs may result if this information is not adequately disclosed, or if the information changes.

- P. **Disclosure of Interest:** The Applicant must disclose the names and addresses of all parties, including corporate officials, that have a significant role in the project, including but not limited to the general contractor, all subcontractors whose aggregate contract will exceed 10% of the cost of the project (excluding the acquisition of land), accountants, architects, engineers, financial consultants, and any other consultants.
- Q. **Notice to Local Jurisdiction:** If required under federal law, the Agency will notify the jurisdiction where the project will be located after application submission. Agency may utilize any responsive comments in its decision-making process.

### SECTION 3: TYPES OF DEVELOPMENTS

- A. **Substantial Rehabilitation:** The minimum average rehabilitation threshold of \$15,000 per restricted unit in hard construction costs.
  1. Agency may waive the minimum average rehabilitation threshold requirement if a Capital Needs Assessment supports a lower rehabilitation requirement.
  2. Projects involving rehabilitation or adaptive reuse must, upon completion, comply with the Agency [Minimum Housing Rehabilitation and Property Standards \(Property Standards\)](#), which are hereby incorporated into this Plan by reference. Rehabilitation projects, including adaptive reuse, must, at a minimum, cure all deficiencies identified in Section XV of the Property Standards upon completion. For projects which include acquisition and/or rehabilitation of occupied housing, any life-threatening health and safety deficiencies, as defined in the Property Standards, must be corrected immediately.

B. **Ineligible Projects:** Most residential projects qualify for tax credits. Ineligible projects include transient housing (i.e. housing leased for less than 6 months); projects of 4 units or less which are occupied by the owner or a relative of the owner; nursing homes; life care facilities; and mobile home communities.

*Assisted Living:* Assisted living, or projects serving a similar purpose, are not eligible under this Plan.

Agency may reject an application for detrimental characteristics on or adjacent to the proposed project site unless a satisfactory remediation plan and budget are provided. Unsuitable sites include, but are not limited to, those that:

1. Are within ½ mile of airports, industrial properties, pipelines, hazardous waste disposal or storage sites, sewage treatment plants, sanitary landfills, commercial junk or salvage yards, wastewater treatment facilities.
2. Are within 500 feet of frequently used railroad tracks, electrical substation, power transmission lines or towers.
3. Have unsuitable slope, terrain, or physical barriers.
4. Are in a flood hazard area or wetlands.

## SECTION 4: APPLICATION PROCESS

### 9% Credits:

Agency forms must be used to apply. The following are the Agency’s anticipated application round(s). Additional application rounds shall be published at the sole discretion of the Agency.

Application Round	Application Closing Date	9% Credits to be Allocated
1	September 30, 2024	\$3,185,000 plus any additional amounts

A fully executed and complete Multifamily Application, including all required application attachments, must be received by the Agency by 5:00 p.m., CT, on the Application Closing Date of any Application Round to be eligible for consideration in that Application Round.

Applications selected for funding will be given a Conditional Commitment which will detail specific requirements needing to be satisfied for the Agency to Reserve to credits for the Project.

### 4% Credits:

Proposals for bond financed projects with an allocation of 4% credits may be submitted to Agency at any time between January 1<sup>st</sup> and August 31<sup>st</sup>.

## SECTION 5: THRESHOLD REQUIREMENTS

When an application is received and its corresponding Application Processing Fee has been verified as collected by the Agency, the application shall be issued an application number and reviewed for eligibility to be scored. To be eligible for scoring, an application must be fully executed, fully completed, and satisfy each Threshold Requirement detailed within this section.

An Applicant may request an exemption to the requirement of attaching a CNA to the application if there are other funding sources for the project which would, due to the timing, require additional costs or multiple reports. Any such exemption must be received from NDHFA prior to and included within the project’s application. If granted such an exemption(s), the application will not be subject to a scoring deduction for the exempted requirement(s); however, the report(s) are required prior to the issuance of a Financial Award to the Applicant.



- A. **Application:** NDHFA's currently published Multifamily Application must be fully completed and executed. All applicable Exhibit's to the application must be fully completed and submitted.
- B. **Demonstrated Site Control:** Evidence the Applicant, or Applicant's affiliate, currently has, and is contractually able to maintain throughout the entirety of the application period, site control of the entirety of the project's anticipated scope. An as-developed site plan must accompany the application.
- C. **Zoning, Codes, and Ordinances:** Evidence of current appropriate zoning for the entire scope of the proposed project. If current zoning does not comply, verification from the jurisdiction-having municipal office verifying, at a minimum, a preliminary review of the project's plans and proposed land use complies with the zoning type being sought.

Upon completion, the Project must meet all applicable State and local codes, ordinances, and requirements as applicable, or, in the absence of a State or local building code, the International Residential Code, International Building Code (as applicable to the type of structure), or the International Existing Building Code (for rehabilitation projects) of the International Code Council.

- D. **Infrastructure and Utility Availability:** Evidence must be provided that appropriate infrastructure (i.e. roads, curb, gutter, etc.) and utilities (i.e. water, sewer, electricity, natural gas, Broadband Infrastructure, etc.) are in-place, or are able to be put in-place, and have adequate capacity to absorb the proposed project. Examples of evidence include letters from the applicable utility companies and the city official.

Projects must install Broadband Infrastructure to all units and common area community rooms. A letter from the project architect confirming the inclusion of Broadband Infrastructure is within the project's plans shall be included.

Broadband infrastructure is defined as cables, fiber optics, wiring, or other permanent and integral infrastructure, including wireless infrastructure, resulting in broadband capability meeting the Federal Communication Commission's (FCC) definition in effect at the time the pre-construction estimates are generated. Currently, the FCC defines broadband speeds as 25 Megabits per second (Mbps) download and 3 Mbps upload.

If all required infrastructure is not currently, or will not be, available on the proposed site(s), or on land directly adjacent to the proposed site(s), as of the Application Closing Date, a letter from the local jurisdiction must accompany the application confirming that no adequate infill opportunities exist within the community.

- E. **Development Team:** Application must demonstrate, to the satisfaction of the Agency, all members of the team have the experience, ability, and financial capacity, in their respective roles, to develop, construct, own, operate, manage the project, and are familiar, and prepared to fully comply, with this program's requirements.

9% or 4% LIHTC:

1. Applicants new to LIHTCs must partner with a developer, sponsor, and or consultant included in a development team which received a LIHTC allocation from a federally approved allocator for a specific project and has placed that project in-service within the prior five years.
2. An Applicant who has not yet placed a LIHTC project in-service in North Dakota will be ineligible to submit a subsequent application for an additional project until the initial development is, at a minimum, under construction and proceeding on schedule.

HOME or HTF:

3. Application including the use of HOME and/or HTF funding shall include a copy of the Applicant's currently Active Registration on Sam.gov.
4. Application should demonstrate the proposed team's experience with, or working knowledge of, all federal cross-cutting requirements including, but not limited to, Section 3, Women-owned and Minority-owned Business Enterprise contracting practices, Davis-Bacon and related acts, environmental review, Section 504 and ADA requirements, lead-based paint mitigation, Uniform Relocation Act, and property condition requirements.

Applications including any of the development team with limited experience in the development, construction, ownership, and/or management of an affordable Multifamily Project are encouraged to partner with an experienced developer, party, and/or sponsor. Agency may require the Applicant to provide historical financial statements as deemed necessary.

An Applicant who has not yet placed a project in-service in North Dakota will be ineligible to submit a subsequent application for an additional project until the initial development is, at a minimum, under construction and proceeding on schedule.

Applicants who have been convicted of, entered an agreement for immunity from prosecution for or have pleaded guilty, including a plea of nolo contendere, to a crime of dishonesty, moral turpitude, fraud, bribery, payment of illegal gratuities, perjury, false statement, racketeering, blackmail, extortion, falsification, or destruction of records are ineligible. Applicants who have been debarred from any North Dakota program, other state program or any federal program are ineligible. Agency may determine Applicants having an Identity of Interest with any debarred entity are ineligible.

Agency may inquire to other state allocating agencies about the Applicant's or Developer's performance history. Negative performance may result in the application being ineligible.

- F. **Ownership:** The Applicant must be either the owner or developer of the project. If the Applicant intends to sell or transfer the project within five (5) years from the application date, the Applicant must disclose the intent to sell or transfer the project and, if known, the names and backgrounds of those who will purchase or receive the project. Failure to provide this information may result in forfeiture of any Conditionally Committed or Reserved LIHTCs.

Credits are Allocated to the proposed project's Owner. A sale or transfer of a controlling ownership interest of the Owner prior to issuance of the Final Allocation requires an amended application, Agency approval and payment of a nonrefundable transfer fee of \$2,500, or 1% of the annual credit amount currently Allocated to the Owner for the proposed project, whichever is greater. Payment of this fee does not oblige the Agency to approve the transfer.

- G. **Financial Projections:** NDHFA's currently published Multifamily Application Exhibit A, must be submitted in Excel format. All applicable tabs must be fully completed.

The reasonableness of development costs and operating expenses, in relation to other similar developments, will be assessed when the Agency evaluates a project's financial feasibility.

The Agency reserves the right to decline any application if, during underwriting, the project is determined to have a Hard-Debt-Service Coverage Ratio, or Expense Coverage Ratio for a project which proposed no hard-debt, less than 1.10.

- H. **Subsidies:** The application package must include a signed certification as to the full extent of all federal, state, and local subsidies expected to apply to the project.

- I. **Public Housing Waiting List:** The application package must include a copy of a written communication from the Applicant to the applicable public housing authority (PHA) describing the proposed project. The Applicant's communication shall include a commitment to communicate project completion and work directly with the PHA during the proposed project's lease-up in an attempt to house households on PHA waitlist(s) and granting waitlisted households' priority in obtaining occupancy within the project.

- J. **Housing Need:** Applications must include a comprehensive market study of the housing needs of low-income individuals in the market area to be served by the project. The market study should be completed at the Developer's, or affiliate of the Developer, expense by an acceptable disinterested party to the Agency.

The market study must demonstrate there is sufficient sustained demand in the market area to support the proposed development, and that the development of any additional affordable units will not have an adverse impact on the existing affordable units in the market area. The market study must have been completed within six (6) months of Application Close Date and must contain the National Council of Housing Market Analysts' (NCHMA) current model content standards unless the Agency authorizes deviation from these standards.

- K. Capital Needs Assessment:** A Capital Needs Assessment (CNA) must be submitted with all application packages involving rehabilitation, adaptive reuse, or acquisition of an existing building which will, in-whole or in-part, remain an asset of the project.

The CNA must be completed by a competent, independent third party acceptable to the Agency, such as a licensed architect and/or engineer. The assessment must include a site visit and a physical inspection of the interior and exterior of all units and structures, as well as an interview with available on-site property management and maintenance personnel to inquire about past repairs and improvements, pending repairs, and existing or chronic physical deficiencies.

The assessment must consider the presence of environmental hazards such as asbestos, lead paint and mold on the site. The assessment must include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. If the remaining useful life of any component is less than fifty percent (50%) of the expected useful life, immediate rehabilitation will be required unless capitalized. If the remaining useful life is less than the Affordability Period, the application package must provide a practical way to finance the future replacement.

The assessment must also include a projection of recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, to determine the appropriate replacement reserve deposits on a per unit per year basis. The assessment will examine and analyze the following:

1. Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, gas and electric utilities and their lines.
2. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage.
3. Interiors, including unit and common area finishes (carpeting, tile, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors.
4. Mechanical systems, including plumbing and domestic hot water; HVAC, electrical, lighting fixtures, fire protection, and elevators.

Application packages involving the demolition and new construction replacement of existing housing units must demonstrate the benefit of such activity over rehabilitation, including an opinion of cost of rehabilitation to assist Agency to determine the cost savings and/or other benefits.

- L. Appraisal:** Applicant must provide a written acknowledgement confirming the Applicant's requirement to provide an appraisal of the subject property associated to the application if any of the following are proposed or, prior to closing, include:

1. Acquisition costs exceeding 15% of the Total Development Costs
2. Any source of Project-Based Rental Subsidy
  - a. Projects proposing the acquisition of land held in a Tribal Trust and are proposing a source of Project-Based Rental Subsidy from HUD's Office of Native American Programs (ONAP) shall be exempt from producing an appraisal prior to equity closing so long as all necessary parties concur with the omission of an appraisal for purposes of any Subsidy Layering Analysis.

- M. USDA Financing:** An application proposing the inclusion of new or existing USDA debt must include written confirmation from the regional USDA officer which verifies any progress made on an initial transfer request and/or the approval of any proposed debt additional to the existing USDA debt, and any associated lien to the debt, proposed.

- N. Self-Scoring:** The Applicant must provide a self-scoring narrative indicating the number of points being sought in each scoring category. The narrative should be brief but also explain the Applicant's justification(s) for the points being sought.

Agency will review application packages completeness prior to scoring. Applications missing any Threshold Requirement(s) after an Application Cycle’s Closing Date will have a reasonable time to submit the missing Threshold Requirement(s); however, a *2-point scoring deduction* will be assessed for each missing Threshold Requirement.

Applications may be submitted to the Agency during the calendar month prior to an Application Cycle’s Closing Date for a one-time pre-review and feedback by the Agency. Applications received by the Agency within the calendar month of an Application Cycle’s Closing Date will be considered an Initial Application.

Agency may reject an application if:

1. The qualified basis per square foot exceeds 110% of the median qualified basis per square foot of selected projects in the previous two years.
  - Maximum qualified basis per square foot: \$312.40
2. Unit size exceeds the square feet of living space (excluding garages and, in multi-level Single-family Style Structures, interior stairwells) per unit. The Agency may consider basis for special circumstances such as adaptive reuse projects limited by the existing architecture of the building.

	Multi-Level Single-family Style	Multifamily Style
1 bedroom	1,150	862
2 bedroom	1,250	1036
3 bedroom	1,514	1,335
4 bedroom	1,686	1,460

## SECTION 6: APPLICATION AND ALLOCATION FEES

**Application Processing Fee:** Remittance of a nonrefundable Application Processing Fee, payable to “North Dakota Housing Finance Agency,” in the amount of \$500 shall be received by the Agency prior to 5:00 p.m., CT, on any Application Closing Date for its corresponding application to be reviewed for eligibility and/or considered for funding within any competitive funding round.

- A. For applications of 4% LIHTC received outside a competitive funding round, the Application Processing Fee shall be remitted by the Applicant to the Agency upon the Applicant’s submittal of an Intent to Apply and shall be received by the Agency prior to any consideration of funding.

**Allocation Fee:** Successful applications will be assessed a nonrefundable Allocation Fee, totaling 10% of the LIHTC Allocation and shall be due and payable as follows:

- A. Installment 1: Reservation: A Reservation Fee of 1% of the LIHTC Allocation shall be paid to the Agency prior to the Reservation of LIHTC(s) for the Project.
- B. Installment 2: Carryover: Projects not able to have all 8609(s) issued prior to December 15<sup>th</sup> of the LIHTC(s) allocation year shall pay to the Agency a Carryover Fee of 1% of the LIHTC Allocation prior to the Agency’s execution of any Carryover Allocation Agreement.
  - For Projects with tax-exempt bonds, Installment 2 shall be due upon issuance.
- C. Installment 3: Final Allocation: The balance of the Allocation Fee is due prior to the Agency’s issuance of any 8609(s).

## SECTION 7: PROJECT RATINGS

Applications must receive a minimum of 55 points as determined by the Agency to be eligible for further consideration. Based on ranking, projects will be selected for Conditional Commitment. In the case of a tie between two or more projects, the project requiring fewer LIHTCs per unit will be selected first. Representations made by Applicants will be binding and will be reviewed during ongoing compliance monitoring.

### A. Serves Lowest Income Groups

**Up to 45 points**

Points will be awarded to projects with a minimum percentage of units having gross rents based upon 50% or less of AMI. For purposes of this scoring category, gross rent is defined to include the tenant portion plus utility allowance.

#### Percent of Median Income on Which Gross Rent is Based

50% AMI		40% AMI		30% or less AMI	
<u>% of Total Units</u>	<u>Points</u>	<u>% of Total Units</u>	<u>Points</u>	<u>% of Total Units</u>	<u>Points</u>
20%+	10	20%+	15	50%+	45
10%<20%	5	10%<20%	10	40%<50%	40
5%<10%	4	5%<10%	5	30%<40%	30
1%<5%	3	1%<5%	2	20%<30%	20
0%<1%	0	0%<1%	0	10%<20%	10
				0%<10%	0

All fractions of units are rounded up (i.e. 10% of 24 units is 2.4 or 3 units).

### B. Redevelopment and Revitalization

**5 points**

A project will receive 5 points if it meets one of the following conditions:

1. The project is located on a site considered by the Agency to be a previously developed property.
2. The project is in a QCT or city revitalization area established by resolution or other legal action by the city, and the development of the project contributes to a concerted community revitalization plan, including a Main Street Initiative plan. For purposes of this Plan, a concerted community revitalization plan is defined as a locally approved revitalization plan targeting specific existing areas or neighborhoods within the community for housing and economic development including the infill new construction or rehabilitation of housing. To qualify, the plan must be officially adopted by the local governing body, identify a specific time period, and apply only to a defined geographic area within the community. Local housing needs surveys, consolidated housing or economic development plans, short-term work plans, municipal zoning, or land use plans, or plans which are so broad as to encompass the entire community or so narrow as to encompass only the project's subject property do not qualify under this definition.
3. The project is entirely located within an Opportunity Zone, as defined in Code Section 1400Z-1.

Adaptive reuse projects are eligible for points under this scoring category. Rehabilitation of existing habitable and occupied housing is not.

### C. Historic Properties

**4 points**

Properties that are on the National Register of Historic Places and receiving Historic Rehabilitation Tax Credits, will receive 4 points.

### D. Tenant Support Coordinator

**Up to 10 points**

Projects which are committed to supporting tenants with special needs affecting their long-term housing stability and which create an environment that encourages and provides service coordination may receive up to 10 points.

1. **Tenant Support Coordinator** **5 points**  
 Owner will provide, either through direct employment or by contract with an experienced third party, a dedicated Tenant Support Coordinator (TSC) for at least one hour per project unit per month. The TSC would be required to develop and maintain working relationships with tenants in the project. The TSC's role is to increase the ability of all tenants to maintain stability and uphold lease obligations through the following: facilitating provision of supportive services by connecting tenants with appropriate providers, identifying needs for assistance, and educating tenants on available resources.
2. **Tenant Support Coordinator and Medicaid-Approved Service Provider** **5 points**  
 Owner will provide the TSC provisions in paragraph 1 herein and also enter into a formal letter of intent with one or more qualified service agencies with demonstrated experience providing housing stability services consistent with the needs of the project's residents. The service provider(s) must document their ability to process for Medicaid reimbursement and provide their Medicaid biller number issued by the State of North Dakota. The letter of intent must be detailed regarding the suite of supports and services to be made available to tenants who need and want them.

Projects receiving points under this scoring category must include tenant support coordination capable of the following, at a minimum:

- a. Support the person to understand and maintain income and benefits to retain housing by providing the following:
  - Household budgeting and financial management.
  - Assistance in applying for benefits related to housing affordability.
  - Assistance with establishment of payee/guardian services as needed.
  - Assistance with the income recertification process.
  - Wealth and asset building initiatives.
- b. Support the building of natural housing supports and resources in the community.
- c. Encouragement of community activity.
- d. Facilitation of meetings with a tenant support team.
- e. Identify and prevent behaviors that may jeopardize continued housing.
- f. Coordination with parole and probation requirements.
- g. Collaboration with law enforcement (i.e. the creation of safety plans).
- h. Training in lease compliance, household management and best practices of successful tenants.
- i. Promote health and wellbeing that enable tenants to retain housing by providing the following:
  - Connecting tenants with health providers.
  - Assistance in securing and increasing employment.
  - Assistance in securing childcare.
  - Identifying educational opportunities in areas such as nutrition, education, and physical wellness.
  - Parenting supports.
  - Life coaching via peer support specialists.
  - Facilitating connections to Home and Community-Based Care services.

A tenant selection plan must be provided as part of the initial application. The tenant selection plan must describe in detail how individuals and/or families with special needs will be identified, affirmatively marketed to, and assisted in renting units at the project.

Projects which received 10 points under this scoring category will be required to submit, prior to equity closing, a formal executed agreement with each provider identified in the letter(s) of intent.

Compliance monitoring activities will include:

- j. Confirmation of hiring or contracting with a TSC.
- k. Confirmation of the provision of the services pledged at the time of LIHTC application, if applicable.
- l. Review of marketing efforts targeted at special needs populations.

For purposes of this scoring category, tenants with special needs include individuals or families who:

- m. Suffer from serious or persistent mental illness.
- n. Suffer from substance use disorders.
- o. Have disabilities, including intellectual, physical, or developmental.
- p. Are experiencing long-term homelessness or are at significant risk of long-term homelessness.
- q. Are justice involved.
- r. Are frail elderly, defined as those 62 years of age or older, who are unable to perform one or more “activities of daily living” without help. Activities of daily living comprise walking, eating, bathing, grooming, dressing, transferring, and home management activities. Assisted living, or projects serving a similar purpose, are not eligible under this Plan.

**E. Design Standards Up to 10 points**

- 1. Elevator in each residential building..... 10 points
- 2. A separate outside main entrance for each unit..... 10 points

Project’s may score points under only one Design Standard. Projects with multiple buildings must include any anticipated Design Standard, in which the Applicant is seeking points, in all buildings.

**F. Universal Design Up to 15 points**

Applicants seeking Project Standards points are required to provide a written statement from the project’s architect, verifying the architect has fully reviewed NDHFA’s current [Universal Design Standards](#) and that 100% of the Project Standards will be implemented within the design of the proposed project.

- 1. All Project Standards Implemented .....3 points  
 Applicants seeking Unit Standards points are required to provide a written statement from the project’s architect, verifying the architect has fully reviewed NDHFA’s current Universal Design Standards and that 100% of the Unit Standards will be implemented within specific units the proposed project. The Applicant and architect shall specify which units are proposed to be these Universal Design Units.
- 2. Greater-than or equal to 10.00% but less than 15.00% of the units ..... 3 points
- 3. Greater-than or equal to 15.00% but less than 20.00% of the units ..... 6 points
- 4. Greater than or equal to 20.00% but less than 25.00% of the units.....9 points
- 5. One point for each universal design unit which is two-bedroom or larger .....Up to 3 points

**G. Green Communities Up to 7 points**

To be eligible to earn any points in this scoring category, Applicants must submit a written development plan outlining the integrated design approach that demonstrates involvement of the entire development team. The

plan should provide a statement of the overall green development goals, the expected outcomes from addressing those goals, and the rationale for choosing each of the green features. Green Communities criteria are listed and must be certified via the Multifamily Application Exhibit E.

Applications involving rehabilitation:

- 1. 10 Green Communities’ criteria..... 3 points
- 2. 17 Green Communities’ criteria..... 5 points
- 3. LEED, Green Communities, or ICC 700 National Green Building Standard Certification..... 7 points

Application NOT involving rehabilitation:

- 4. 10 Green Communities’ criteria..... 1 point
- 5. 15 Green Communities’ criteria..... 3 points
- 6. 20 Green Communities’ criteria..... 5 points
- 7. LEED, Green Communities, or ICC 700 National Green Building Standard Certification..... 7 points

**H. Rent Rebate for Homeownership 2 points**

Commitment to set aside at least 5% of the tenant paid rent for homeownership. The owner shall enter into a binding contract with all tenants of LIHTC units, at the tenant’s initial occupancy, agreeing to a rebate of rent should the tenant household move directly into homeownership upon the tenant’s vacancy from the Project. The accrual of rent to be rebated must be for the tenant’s entire term of occupancy within a project. Any vesting period can be no longer than three years of continuous occupancy. Applications seeking points in scoring category K are not eligible for points under this scoring category.

**I. Tenant Ownership 1 point**

To be eligible to earn any points in this scoring category, all residential buildings in the Project must be individually surveyed, platted, and have separate physical addresses. Applications must include:

- 1. A feasible plan that sets forth the process for transferring the property in whole.
- 2. The future purchase price.
- 3. Homebuyer counseling efforts.
- 4. Any other information requested by the Agency.

**J. Housing for Individuals with Children 5 points**

At least 20% of the low-income units are three-bedroom or larger. Applications seeking points under scoring category K are not eligible for points under this scoring category.

**K. Housing for Older Persons 6 points**

Designed for and marketed to households consisting of individuals 55 years of age and over and include a community room with kitchen facilities for the use of the tenants at no charge. The marketing plan must be consistent with the Fair Housing Act’s “Housing for Older Persons” exemption.

Housing for Older Persons exemptions apply to the following housing:

- 1. Provided under any state or federal program the Secretary of HUD has determined is specifically designed and operated to assist elderly persons.
- 2. 100% occupied by persons 62 years of age or older.
- 3. Houses at least one person 55+ in at least 80% of the occupied units and adheres to a policy that demonstrates an intent to house persons 55+.



**L. Preserve Existing Affordability**

**Up to 10 points**

It is highly recommended for applicants seeking scoring under this category begin a dialog with the Agency well ahead of application submission to discuss their proposed scenario to help determine what information and documentation NDHFA would expect to be submitted with the application for scoring under this category.

To be eligible for points the Applicant must provide a narrative with sufficient detail for NDHFA to fully understand all aspects of the asset and/or subsidy proposed to be preserved and/or any current affordable housing program(s) associated to the asset which qualify the proposed project for points under this scoring category. Narrative shall also detail the process and timeline for the loss of any current affordable housing program associated to the asset and/or the process and timeline required to facilitate the proposed transfer of any subsidy.

The applicant shall attach to their narrative all documentation required to support that narrative. NDHFA will need to be able to understand the terms and requirements of any exiting affordable housing program assisting the current asset and/or subsidy proposed to be preserved. Applicant should include any documentation which verifies details provided within the narrative.

1. Asset Preservation.....10 points  
A project proposing the acquisition and/or rehabilitation of a multifamily project currently assisted from a State or Federal affordable housing program in which the applicant can adequately demonstrate the project is at risk of being lost from the State’s affordable housing inventory within the next 60-months it shall be eligible for up to 5 points. If the applicant can adequately demonstrate the project is at risk of being lost from the State’s affordable housing inventory within the next 30 months, it shall be eligible for up to 10 points.
2. LIHTC with waived EUP Asset Preservation .....5 points  
A proposed project is an existing LIHTC project past its initial 15-year compliance period which has waived its ability to opt out of the Extended Use Period (EUP) will be eligible for a maximum 5 points.
3. Subsidy Preservation.....10 points  
A project proposing the preservation of a long-term affordable housing subsidy which the applicant can adequately demonstrate is at-risk of being lost to the State, and the applicant has secured, at least conditionally, a transfer of that long-term assistance to subsidize the proposed project. Eligible for up to 10 points.
4. Subsidy Preservation between Interested Parties .....5 points  
A transfer of a subsidy by or between parties with an identity of interest in the proposed project will be eligible for a maximum of 5 points under this scoring category.

**M. Committed Leverage**

**Up to 4 points**

An Applicant who provides signed, firm commitments for contributions or incentives from local government, private parties and/or philanthropic, religious, or charitable organizations which are NOT in the form of an interest-bearing loan and excluding commitment from entities with an identity of interest or those with a significant role in the project.

1. At least 1% but less than or equal to 5% of the total development costs, will receive .....2 points
2. At more than 5% but less than or equal to 10% will receive .....3 points
3. Greater than 10.00%.....4 points
4. Applications proposing twin-financed 9% LIHTCs and 4% tax-exempt financing.....2 points

**N. Geographic Location**

No more than two projects will be approved in any one city during an application round. Projects approved under a prior year which are receiving an additional allocation of LIHTCs in the current year will not trigger this limitation in the current year.

## SECTION 8: SET-ASIDES AND TARGETED AREAS

Agency has established the following set-asides and targets:

- A. **Non-Profit Participation:** Ten percent of the state's LIHTC allocation will be set aside for projects involving non-profit organizations. To qualify for this set-aside, the Applicant must be a qualified non-profit organization (501(c)(3) or 501(c)(4) status) which has as an exempt purpose of fostering low-income housing; owns an interest in the project (directly or through a partnership); and materially participates on a regular, continuous, and substantial basis in the development and operation of the project throughout the compliance and extended use periods. Ownership interest is defined as a minimum 50% general partner position in a limited partnership.

The initial application must include:

1. Explanation illustrating that the non-profit has been actively involved within the community as a non-profit organization.
2. Explanation outlining the rights and responsibilities of the non-profit organization including the right of the non-profit to purchase the project in the future.
3. Information to show that the non-profit organization is not affiliated with, or controlled by, a for-profit individual or organization.

The highest-ranking non-profit application will be considered a part of the non-profit set-aside. Other non-profit applications more than the set-aside must compete with eligible "for-profit" applications.

- B. **Native American Set-Aside:** Agency shall award the highest-scoring qualified application in the first application round located within North Dakota Indian reservations or on tribal land (either held in trust or fee-simple), subject to the limits identified in Section H herein.

- C. **New Development/Renovation Parity:** For purposes of this section there are two development types:

1. New Development is the creation of new housing units (including adaptive reuse).
2. Renovation is the substantial rehabilitation or same-site replacement of existing occupied housing.

Applicants may contact the Agency with any uncertainty as to a proposed project's construction type.

Following the selection of a new development project under the non-profit and Native American set-asides, the highest-scoring qualified renovation project will be eligible for a conditional commitment of LIHTCs. If instead a preservation project is selected under the non-profit set-aside, all remaining unselected project applications will, following the selection of a project under the Native American set-aside, compete for any remaining available LIHTCs.

## SECTION 9: CREDIT AWARD PROCESS

Agency will review applications and make awards. Thereafter, the following definitions shall apply:

**Conditional Commitment:** Agency commitment to reserve LIHTCs for the Applicant conditioned upon the Agency's receipt of required items and documentation within an allotted timeframe.

**Reservation:** Agency commitment that LIHTCs have been reserved for the Applicant.

**Carryover Allocation:** Agency's allocation of LIHTCs to the Applicant. Agency shall file an IRS Form 8610.

**Final Allocation:** Agency's final verification of Applicant's compliance to the Plan's requirements, completion of the development of the Project, and all building(s) have been Place-in-Service. Agency shall prepare & execute for Owner, IRS Form 8609(s).

- A. Conditional Commitment:** Agency will determine the amount of LIHTCs to be conditionally committed, which may not equal the amount requested in the application and issue a Conditional Commitment which shall expire on a date identified within the Conditional Commitment and shall not be less than 60 days.

Agency will underwrite applications to determine compliance with federal requirements and the policies in this Plan within 30 days of an Application Cycle's Closing Date.

*4% Tax Credit Applications with Tax-Exempt Bond Financing*

Upon satisfactory review of the application, the Agency will issue a letter in accordance with Internal Revenue Code Section 42(m)(2)(D) stating the preliminary amount of 4% LIHTCs Conditionally Committed to the project.

- B. Project Progress Reports:** Owners must regularly submit progress reports (at least Quarterly a Project which has not yet received a Carryover Allocation, Monthly for a Project which has completed its equity closing) describing the Applicant's actual progress in comparison to the project development timeline and schedule.

Owners must disclose project development costs which have increased above the contingency provided in the application during the development and construction/rehabilitation of the project along with an explanation of how the gap has been or will be filled.

- C. Reservation:** Projects which have provided the items identified within the Conditional Commitment, and any subsequent documentation or information identified by the Agency to issue a Reservation (Reservation Package), shall be eligible to have the agreed upon number of LIHTCs reserved to the Project. Applications containing material changes may be ineligible.

Agency shall receive a fully completed Reservation Package prior to the date indicated within the Conditional Commitment. A 10-day late submission window is available for Applicants to submit any missing items, however a late fee of \$200 per calendar day, up to a maximum of \$2,000, will be assessed and must be received by the Agency prior to the Reservation of the Applicant's credits by the Agency. If all required items are not received prior to the expiration of the 10-day late submission window, the Conditional Commitment will expire.

Late fees will not be allowed as an eligible cost in basis and are in addition to the Allocation Fee.

- D. Carryover Allocation:** Projects not able to have all 8609(s) issued prior to December 15<sup>th</sup> of the credit allocation year shall submit a Carryover Package which shall include:

1. Updated-to-current Exhibit A in Excel format.
2. Signed Owner Certification of Costs (Exhibit A "LIHTC 10% Test" tab).
3. If Carryover is to be completed using Incurred Basis, an Independent Accountant's Report (NDHFA-approved model letter is available upon request) verifying the results of the CPA's Examination and UAP of the Owner's Actual Basis Incurred shall be provided.
4. If Carryover is to be completed using Anticipated Basis, the Owner will have 12 months from the Allocation Date to provide an Independent Accountant's Report verifying either.
5. The results of the CPA's Examination and UAP of the Owner's Actual Basis Incurred verifying at least 10% of the Project's Reasonably Expected Basis has been Incurred by the Owner.
6. The results of the CPA's Audit of Actual Costs and Eligible Basis of the Final Cost Certification.
7. Receipt of Allocation Fee Installment 2: Carryover by the Agency.

Upon receipt and acceptable review of the Carryover Package, the Agency shall prepare for execution a Carryover Allocation Agreement and once fully executed, file IRS Form 8610.

Agency shall receive a fully complete Carryover Package no later than the close of the credit allocation year's December 15<sup>th</sup> business day. A late submission window is available for Applicants to submit any missing

items, however a late fee of \$500 plus \$200 per calendar day, up to a maximum of \$3,500, will be assessed and must be received by the Agency prior to the last business day of the calendar year. If all required items are not received by the Agency on or prior to the last business day of the calendar year, the Conditional Commitment or Reservation will be allowed to expire, and all credits shall return to the Agency.

Late fees will not be allowed as an eligible cost in basis and are in addition to the Allocation Fee.

**E. Final Allocation:** Agency shall receive all items necessary to prepare all 8609(s) for the Project (Final Allocation Package) which shall include:

1. Updated-to-current Exhibit A in Excel format.
2. Final Cost Certification in PDF format (Exhibit A "Development Budget" tab).
3. An Independent Accountant's Report verifying the results of the CPA's Audit of Actual Costs and Eligible Basis of the Final Cost Certification.
4. Receipt of Allocation Fee Installment 3: Final Allocation by the Agency.

Upon receipt and acceptable review of the Final Allocation Package, the Agency shall provide the Applicant a copy of each IRS Form 8609. Applicant is responsible for the review and approval of all 8609(s). All information in all Parts of the 8609(s) shall be fully completed and the form(s) returned to the Agency. Agency shall execute and provide all originally executed 8609(s) to the Applicant.

Agency shall receive a fully completed Final Allocation Package no later than 180 calendar days after the last building is Place-in-Service. Late submission of a fully completed Final Allocation Package will result in the assessment of a late fee of \$200 per calendar day. The Agency shall receive all assessed late fees prior to the issuance of any 8609 for a Project.

For projects intending to Place-in-Service in the year of allocation and do not intend to complete a Carryover Allocation, the Agency shall receive a completed Final Allocation Package on or prior to the end of the November 15<sup>th</sup> business day. If the Final Allocation Package is not received by the deadline or if the Final Allocation Package received is insufficient or missing any items required by the Agency to issue all required 8609's, the Applicant shall be required to complete a Carryover Allocation. If, for any reason, the Agency is not able to issue all 8609(s) required for the Project prior to December 15<sup>th</sup>, the Applicant shall be required to complete a Carryover Allocation.

If the Agency is asked to reissue an 8609 after a fully executed copy has been provided to the Applicant, the Agency may assess a processing fee of \$50 per reissued 8609.

**F. Credit Return or Cancellation:** If, at any time after issuance of a Reservation of credits, an Applicant is unable to complete the project within the LIHTC Program's requirements, the Applicant shall voluntarily return all credits.

**G. Additional Credits:** If an Applicant is awarded additional credits from a subsequent allocation year for the same Project, it is the Agency's preference for the Applicant to voluntarily return all credits Conditionally Committed, Reserved, or Allocated for the Project in exchange for a new Conditional Commitment, Reservation, or Allocation, whichever milestone the returning credits have obtained, of credits from the subsequent allocation year. The new Conditional Commitment, Reservation, or Allocation shall not be less than the sum the credits returned plus the additionally awarded credits. Fees for the new allocation will follow the same fee structure outlined in VI. All fees previously paid are non-refundable and forfeited.

## SECTION 10: RESPONSIBILITY OF APPLICANT

The Applicant has the responsibility to abide by the representations made in the LIHTC application and in the LURA. Failure to abide by these representations may result in sanctions against the Applicant, including but not limited to, the inability to apply for LIHTCs in the future and participate in other Agency administered programs.

## **SECTION 11: RESPONSIBILITY OF AGENCY**

Agency review of documents submitted in connection with the allocation is for its own purpose. The Agency makes no representations to the Applicant or anyone else regarding adherence to the Internal Revenue Code, Treasury regulations, or any other laws or regulations governing LIHTCs.

No member, officer, agent, or employee of the Agency shall be personally liable concerning any matters arising out of, or in relation to, the allocation of the LIHTCs.

Projects awarded LIHTCs will be subject to compliance monitoring by the Agency for the duration of the period of affordability plus the extended use period.

## **SECTION 12: MODIFICATION TO THE QUALIFIED ALLOCATION PLAN**

To the extent necessary to facilitate the award of LIHTCs, Agency may modify this Plan from time to time, including minor modifications necessary to facilitate the administration of the LIHTC Program or to address unforeseen circumstances and waiving any conditions not mandated by the Code. For example, in the event of a major natural disaster, the Agency may disregard any section of the Plan, including point scoring and evaluation criteria, that interferes with an appropriate response. Agency will document any waivers from the established priorities and selection criteria of the Plan and will make this documentation available to the public upon request.

To the extent that anything contained in this Plan does not meet the minimum requirements of federal law or regulation, such law or regulation shall take precedence over this Plan.

### **North Dakota Housing Finance Agency**

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