



CIWG Minimum Housing Best Practices Post-Funding Community Impact Guidelines

Taken at three stages: Immediately following the end of Construction; at stabilization; at exit

Immediately Following the End of Construction

Items to be collected from QALICB:

- 1) Obtain actual job information from the Contractor including:
 - a. Number of hours in construction
 - b. Types of jobs by wage and benefit level
 - c. Number of MBE/DBE contracts awarded and percentage of contracts based on volume per hard cost.
- 2) If workforce training or apprenticeship programs were used then obtain Information on the number of persons placed through this program from the provider/contractor
- 3) From the developer, obtain information regarding the total volume of soft costs in the transaction:
 - a. Volume by cost of the total project expended on these contracts
 - b. Volume by cost of the total soft costs of contracts provided to MBE/DBE contractors for soft costs
 - c. Estimate from the developer of the number of contracted hours procured from these providers divided by 2080 to calculate total FTEs.
- 4) Obtain Environmental Certification documentation if the project included green elements.
 - a. If the project was anticipated to include environmentally sustainable practices and/or "green" outcomes, these elements should be confirmed/certified as completed by those professional involved in the project that were to implement these practices and/or outcomes. Professionals anticipated to be involved in green elements include (but are not limited to): architect, mechanical engineer, landscape architect, maintenance staff, etc.

- b. The CDE should receive a confirmation/certification from these professionals post-funding to verify which green elements were implemented in the project.
- c. If the project involved Brownfield remediation, then copy of the documentation indicating that the required remediation has been completed per the oversight agency should be submitted.

Stabilization

Defining Economic Stabilization: If not defined within the closing documentation stabilization may be defined under one of the following options:

- 1) Debt Coverage, Operating Expenses, and Reserves are all fully funded for 12 months consecutively
- 2) Project maintains no less than 95% occupancy and a debt coverage ratio of 1.10x or greater for a period of at least 6 months
- 3) Project maintains 90% occupancy and meets lender required debt coverage ratios for not less than 90 days

Permanent Jobs:

- 1) Reports on Capital Needs expenditures each annum by dollar amount and jobs created
 - a. Capital needs expenditure for each annum reported by the developer
 - b. Reports on the number of jobs produced from the capital needs from reports to be completed by the contractor performing the capital improvement at time of contract and provided to CDE as requested
- 2) Actual number of persons employed in leasing, sales and routine maintenance
 - a. Actual payroll and benefit data
 - b. Estimated commuting radius of employees
 - c. Breakdown of staff based on PTE and FTE employment

Impact on LIC Residents and LIPs

- 1) Number of units sold/rented by specific area median income level
 - a. Developer provided information with supporting income documentation
 1. Rent rolls
 2. Sales price listings
 3. Current marketing brochures
 4. Documentation of current income verification procedures

- 2) Tax records for the project
 - a. Including information on sold parcels
 - b. Current assessments
 - c. Abatement agreements
- 3) Comparable rent study if available.
- 4) If the CDE would like to begin to analyze potential catalytic impact
 - a. Work with the city/village to pull the number of certificates of occupancy issued since the time the project was placed in service funded categorized by project type.
 - b. Work with the local economic development office to pull the number of new business established in the area of impact since the time project was placed in service.
 - c. Work with the city/village to pull a base for the real property tax income for the area
 - d. Work with the local economic development office to obtain a general assessment of what "market" rate rents and/or housing sales are as may be applicable.

At Exit

Recommend that an exit review be initiated not later than 12-15 months prior to end of the compliance period.

- 1) Appraisal of property as a part of the exit process (if rental or if units still remain)
- 2) As supplied by developer: Review of the turnover rate/sales rates of the units (i.e. how many people were served during the compliance period by the project – adjusted and assessed based on area median income)
- 3) Comparative analysis of sales rates and gain in market value of units sold over the period as applicable for the project from information supplied by the developer
 - a. To the extent there is turnover and sales of the units post the original sale, the CDE would need to work with the city/village to obtain this information unless other requirements are in place to track these sales.
- 4) Compilation of taxes paid to date as supplied by the developer
- 5) Compilation of jobs to date from construction, project management and capital needs (as applicable): As supplied by the developer using up to date capital improvement information.
 - a. Wages and benefits to be included
 - b. Commuting radius or census tract data reviewed for LIC impact

6) Catalytic impact overview

- a. Work with the city/village to pull the number of certificates of occupancy issued since the time the project reached stabilization categorized by project type.
- b. Work with the local economic development office to pull the number of new business established in the area of impact since the time project reached stabilization.
- c. Work with the city/village to pull a base for the real property tax income for the area at this time
- d. Work with the local economic development office to obtain a general assessment of what "market" rate rents and/or housing sales are as may be applicable at this time.
 1. Compare these results to the guidelines and placed in service results to determine areas of growth or loss