

**ATTACHMENT 4(D)**  
**APPLICANT Special Needs ELIGIBILITY CERTIFICATION**  
 Regulation Section 10325(g)(4)(A) through (L)

<u>REQUIREMENTS</u>	<u>VERIFICATION</u> Provide a narrative explanation as to how each requirement is being met and reference where the proof is located in the application. Be as detailed as possible and attach a separate sheet if additional space is needed.
A) Average targeted income for the special needs units is no more than forty percent (40%) of the area median income.	
B) Third party verification from a federal, state or local agency of the availability of services appropriate to the targeted population.	
C) The units/building configurations (including community space) shall meet the specific needs of the population.	
D) If the project does not have a rental subsidy committed, the applicant shall demonstrate that the target population can pay the proposed rents. For instance, if the target population will rely on General Assistance, the applicant shall show that those receiving such assistance are willing to pay rent at the level proposed.	
E) A public agency shall provide direct or indirect long-term financial support for at least fifteen percent (15%) of the total project development costs, or the owner's equity (includes syndication proceeds) shall constitute at least thirty percent (30%) of the total project development costs.	
F) Adequate laundry facilities shall be available on the project premises, with no fewer than one washer/dryer per 15 units.	

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G) Projects are subject to a minimum low-income use period of 55 years (50 years for projects located on tribal trust land).	
H) A ten percent (10%) vacancy rate shall be used for pro-forma purposes unless otherwise approved by the Executive Director. Justification of a lower rate shall be included.	
I) Where services are required as a condition of occupancy, special attention shall be paid to the assessment of service costs as related to maximum allowable Credit rents. A third party tax professional's opinion as to compliance with IRC Section 42 may be required by the Executive Director.	
J) A signed contract or memorandum of understanding between the developer and the service provider, together with the resolution of the service provider(s) identified in the preliminary service plan described in paragraph (L), must accompany the Tax Credit application. If the contract or memorandum of understanding is signed by the service provider's Executive Director, a resolution is not required.	
K) A summary of the experience of the developer and the service provider(s) in providing services to the project's for special needs populations must accompany the Tax Credit application.	
L) A preliminary service plan that specifically identifies: the service needs of the projects special needs population; the organization(s) that would be providing the services to the residents; the services to be provided to the special needs population; how the services would support resident stability and any other service plan objectives; a preliminary budget displaying anticipated income and expenses associated with the services program. The Executive Director shall, in his/her sole discretion, determine whether the plan is adequate to qualify the project as a special needs project.	

**WAIVER REQUESTED** (please attach proof of waiver approval)

**By signing the APPLICANT STATEMENT, I/We, who are authorized to legally act on the applicant's behalf, certify and guarantee, under penalty of perjury, that the project meets the Special Needs Housing Type requirements consistent with TCAC Regulations Section 10325(g)(4).**