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# 2019 Federal Low Income Housing Tax Credit Program

## Application For Reservation

### Deadline for Submission

#### 9% Competitive Credits

Applications Must Be Received At VHDA No Later Than **2:00 PM**  
Richmond, VA Time On **March 14, 2019**

#### Tax Exempt Bonds

Applications should be received at VHDA at least one month before the  
bonds are *priced* (if bonds issued by VHDA), or 75 days before the bonds  
are *issued* (if bonds are not issued by VHDA)



Virginia Housing Development Authority  
601 South Belvidere Street  
Richmond, Virginia 23220-6500

## INSTRUCTIONS FOR THE VIRGINIA 2019 LIHTC APPLICATION FOR RESERVATION

This application was prepared using Excel, Microsoft Office 2016. Please note that using the active Excel workbook does not eliminate the need to submit required PDF of the signed hardcopy of the application and related documentation. A more detailed explanation of application submission requirements is provided below and in the Application Manual.

**An electronic copy of your completed application is a mandatory submission item.**

### Applications For 9% Competitive Credits

Applicants should submit an electronic copy of the application package prior to the application deadline, which is **2:00 PM** Richmond Virginia time on **March 14, 2019**. Failure to submit an electronic copy of the application by the deadline will cause the application to be disqualified.

### **Please Note:**

**Applicants should submit all application materials in electronic format only.**

**There should be distinct files which should include the following:**

- 1. Application For Reservation – the active Microsoft Excel workbook**
- 2. A PDF file which includes the following:**
  - Application For Reservation – **Signed** version of hardcopy
  - All application attachments (i.e. tab documents, excluding market study and plans & specs)
- 3. Market Study – PDF or Microsoft Word format**
- 4. Plans - PDF or other readable electronic format**
- 5. Specifications - PDF or other readable electronic format (may be combined into the same file as the plans if necessary)**
- 6. Unit-By-Unit work write up (rehab only) - PDF or other readable electronic format**

### **IMPORTANT:**

**VHDA can accept files via our work center site Procorem or on flash/thumb drives. Contact Hope Rutter for access to Procorem.**

**Do not submit any application materials to any email address unless specifically requested by the VHDA LIHTC Allocation Department staff.**

### Disclaimer:

Assumes no responsibility for any problems incurred in using this spreadsheet or for the accuracy of calculations. Check your application for correctness and completeness before submitting the application to VHDA.

### Entering Data:

Enter numbers or text as appropriate in the blank spaces highlighted in yellow. Cells have been formatted as appropriate for the data expected. All other cells are protected and will not allow changes.

### **Please Note:**

- ▶ **VERY IMPORTANT! : Do not** use the copy/cut/paste functions within this document. Pasting fields will corrupt the application and may result in penalties. You may use links to other cells or other documents but do not paste data from one document or field to another.
- ▶ Some fields provide a dropdown of options to select from, indicated by a down arrow that appears when the cell is selected. Click on the arrow to select a value within the dropdown for these fields.
- ▶ The spreadsheet contains multiple error checks to assist in identifying potential mistakes in the application. These may appear as data is entered but are dependent on values entered later in the application. Do not be concerned with these messages until all data within the application has been entered.
- ▶ Also note that some cells contain error messages such as “#DIV/0!” as you begin. These warnings will disappear as the numbers necessary for the calculation are entered.

### Assistance:

If you have any questions, please contact the VHDA LIHTC Allocation Department. Please note that we cannot release the copy protection password.

### VHDA LIHTC Allocation Staff Contact Information

<b>Name</b>	<b>Email</b>	<b>Phone Number</b>
JD Bondurant	<a href="mailto:johndavid.bondurant@vhda.com">johndavid.bondurant@vhda.com</a>	(804) 343-5725
Hope Coleman Rutter	<a href="mailto:hope.rutter@vhda.com">hope.rutter@vhda.com</a>	(804) 343-5574
Sheila Stone	<a href="mailto:sheila.stone@vhda.com">sheila.stone@vhda.com</a>	(804) 343-5582
Stephanie Flanders	<a href="mailto:stephanie.flanders@vhda.com">stephanie.flanders@vhda.com</a>	(804) 343-5939
Pamela Freeth	<a href="mailto:pamela.freeth@vhda.com">pamela.freeth@vhda.com</a>	(804) 343-5563
Jovan Burton	<a href="mailto:Jovan.burton@vhda.com">Jovan.burton@vhda.com</a>	(804) 343-5518

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## 2019 Low-Income Housing Tax Credit Application For Reservation

Please indicate if the following items are included with your application by putting an 'X' in the appropriate boxes. Your assistance in organizing the submission in the following order, and actually using tabs to mark them as shown, will facilitate review of your application. Please note that all mandatory items must be included for the application to be processed. The inclusion of other items may increase the number of points for which you are eligible under VHDA's point system of ranking applications, and may assist VHDA in its determination of the appropriate amount of credits that may be reserved for the development.

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | \$1,000 Application Fee <b>(MANDATORY)</b>   |
| <input checked="" type="checkbox"/> | Electronic Copy of the Microsoft Excel Based Application <b>(MANDATORY)</b>  |
| <input checked="" type="checkbox"/> | Scanned Copy of the <u>Signed</u> Tax Credit Application with Attachments (excluding market study and plans & specifications) <b>(MANDATORY)</b> |
| <input checked="" type="checkbox"/> | Electronic Copy of the Market Study <b>(MANDATORY - Application will be disqualified if study is not submitted with application)</b>             |
| <input checked="" type="checkbox"/> | Electronic Copy of the Plans <b>(MANDATORY)</b>  |
| <input checked="" type="checkbox"/> | Electronic Copy of the Specifications <b>(MANDATORY)</b>   |
| <input type="checkbox"/>            | Electronic Copy of the Physical Needs Assessment <b>(MANDATORY if rehab)</b>   |
| <input checked="" type="checkbox"/> | Electronic Copy of Appraisal <b>(MANDATORY if acquisition credits requested)</b>   |
| <input type="checkbox"/>            | Electronic Copy of Environmental Site Assessment (Phase I) <b>(MANDATORY if 4% credits requested)</b>  |
| <input checked="" type="checkbox"/> | Tab A: Partnership or Operating Agreement, including chart of ownership structure with percentage of interests <b>(MANDATORY)</b>                |
| <input checked="" type="checkbox"/> | Tab B: Virginia State Corporation Commission Certification <b>(MANDATORY)</b>  |
| <input checked="" type="checkbox"/> | Tab C: Principal's Previous Participation Certification <b>(MANDATORY)</b>   |
| <input checked="" type="checkbox"/> | Tab D: List of LIHTC Developments (Schedule A) <b>(MANDATORY)</b>  |
| <input checked="" type="checkbox"/> | Tab E: Site Control Documentation & Most Recent Real Estate Tax Assessment <b>(MANDATORY)</b>  |
| <input checked="" type="checkbox"/> | Tab F: Architect's Certification and RESNET Rater Certification <b>(MANDATORY)</b>   |
| <input checked="" type="checkbox"/> | Tab G: Zoning Certification Letter <b>(MANDATORY)</b>  |
| <input checked="" type="checkbox"/> | Tab H: Attorney's Opinion <b>(MANDATORY)</b>   |
| <input checked="" type="checkbox"/> | Tab I: Nonprofit Questionnaire <b>(MANDATORY for points or pool)</b>   |
|                                     | The following documents need not be submitted unless requested by VHDA:  |
|                                     | -Nonprofit Articles of Incorporation      -IRS Documentation of Nonprofit Status   |
|                                     | -Joint Venture Agreement (if applicable)      -For-profit Consulting Agreement (if applicable)   |
| <input checked="" type="checkbox"/> | Tab J: Relocation Plan <b>(MANDATORY, if tenants are displaced)</b>  |
|                                     | Tab K: Documentation of Development Location:  |
| <input checked="" type="checkbox"/> | K.1 Revitalization Area Certification  |
| <input checked="" type="checkbox"/> | K.2 Location Map   |
| <input type="checkbox"/>            | K.3 Surveyor's Certification of Proximity To Public Transportation   |
| <input checked="" type="checkbox"/> | Tab L: PHA / Section 8 Notification Letter   |
| <input checked="" type="checkbox"/> | Tab M: Locality CEO Response Letter  |
| <input type="checkbox"/>            | Tab N: Homeownership Plan  |
| <input type="checkbox"/>            | Tab O: Plan of Development Certification Letter  |
| <input checked="" type="checkbox"/> | Tab P: Developer Experience documentation and Partnership agreements   |
| <input checked="" type="checkbox"/> | Tab Q: Documentation of Rental Assistance, Tax Abatement and/or existing RD or HUD Property  |
| <input checked="" type="checkbox"/> | Tab R: Documentation of Operating Budget and Utility Allowances  |
| <input type="checkbox"/>            | Tab S: Supportive Housing Certification  |
| <input checked="" type="checkbox"/> | Tab T: Funding Documentation   |
| <input type="checkbox"/>            | Tab U: Documentation to Request Exception to Restriction-Pools With Little/No Increase in Rent Burdened Population                               |
| <input checked="" type="checkbox"/> | Tab V: Nonprofit or LHA Purchase Option or Right of First Refusal  |
| <input type="checkbox"/>            | Tab W: (Reserved)  |
| <input checked="" type="checkbox"/> | Tab X: Marketing Plan for units meeting accessibility requirements of HUD section 504  |





A. GENERAL INFORMATION ABOUT PROPOSED DEVELOPMENT

Application Date: 3/14/2019

16. Local Needs and Support

- a. Provide the name and the address of the chief executive officer (City Manager, Town Manager, or County Administrator of the political jurisdiction in which the development will be located:

Chief Executive Officer's Name: Vandy V. Jones, III  
 Chief Executive Officer's Title: County Administrator Phone: 434-246-1000  
 Street Address: 20135 Princeton Road  
 City: Sussex State: VA Zip: 23884

Name and title of local official you have discussed this project with who could answer questions for the local CEO: Vandy V. Jones, III, County Administrator

- b. If the development overlaps another jurisdiction, please fill in the following:

Chief Executive Officer's Name: \_\_\_\_\_  
 Chief Executive Officer's Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name and title of local official you have discussed this project with who could answer questions for the local CEO: \_\_\_\_\_

**ACTION:** Provide Locality Notification Letter at **Tab M** if applicable.

**B. RESERVATION REQUEST INFORMATION**

**1. Requesting Credits From:**

- a. If requesting 9% Credits, select credit pool: Richmond MSA Pool
- or
- b. If requesting Tax Exempt Bonds, select development type:

**2. Type(s) of Allocation/Allocation Year**

Carryforward Allocation

Definitions of types:

- a. Regular Allocation means all of the buildings in the development are expected to be placed in service this calendar year, 2019.
- b. Carryforward Allocation means all of the buildings in the development are expected to be placed in service within two years after the end of this calendar year, 2019, but the owner will have more than 10% basis in development before the end of twelve months following allocation of credits. For those buildings, the owner requests a carryforward allocation of 2019 credits pursuant to Section 42(h)(1)(E).

**3. Select Building Allocation type:**

Acquisition/Rehab

**Note** regarding Type = Acquisition and Rehabilitation: Even if you acquired a building this year and "placed it in service" for the purpose of the acquisition credit, you cannot receive its acquisition 8609 form until the rehab 8609 is issued for that building.

4. Is this an additional allocation for a development that has buildings not yet placed in service? FALSE

5. **Planned Combined 9% and 4% Developments** FALSE

A site plan has been submitted with this application indicating two developments on the same or contiguous site. One development relates to this 9% allocation request and the remaining development will be a 4% tax exempt bond application. (25, 35 or 45 pts)

a. Has the developer met with VHDA regarding the 4% tax exempt bond deal? FALSE

b. List below the number of units planned for each allocation request. This stated count cannot be changed or 9% Credits will be cancelled.

Total Units within 9% allocation request?	0
Total Units within 4% Tax Exempt allocation Request?	0
Total Units:	0

% of units in 4% Tax Exempt Allocation Request: 0.00%

**6. Extended Use Restriction**

**Note:** Each recipient of an allocation of credits will be required to record an **Extended Use Agreement** as required by the IRC governing the use of the development for low-income housing for at least 30 years. Applicant waives the right to pursue a Qualified Contract.

**Must Select One:** 30

**Definition of selection:**

Development will be subject to the standard extended use agreement of 15 extended use period (after the mandatory 15-year compliance period.)

**C. OWNERSHIP INFORMATION**

NOTE: VHDA may allocate credits only to the tax-paying entity which owns the development at the time of the allocation. The term "Owner" herein refers to that entity. Please fill in the legal name of the owner. The ownership entity must be formed prior to submitting this application. Any transfer, direct or indirect, of partnership interests (except those involving the admission of limited partners) prior to the placed-in-service date of the proposed development shall be prohibited, unless the transfer is consented to by VHDA in its sole discretion. **IMPORTANT: The Owner name listed on this page must exactly match the owner name listed on the Virginia State Corporation Commission Certification.**

**1. Owner Information:**

*Must be an individual or legally formed entity.*

Owner Name: Birch Island Apartments Limited Partnership

Developer Name: AS Squared Development, LLC

Contact: M/M  Mr. First: Adam MI: J Last: Stockmaster

Address: 1375 Piccard Drive, Suite 150

City: Rockville St.  MD Zip: 20850

Phone: (240) 428-7799 Ext. 102 Fax: (240) 428-7631

Email address: astockmaster@tmadevelopment.com

Federal I.D. No. TBD (If not available, obtain prior to Carryover Allocation.)

Select type of entity:  Limited Partnership Formation State:  VA

Additional Contact: Please Provide Name, Email and Phone number.  
Noah Hale, nhale@tmadevelopment.com, 240-428-7799 x 225

- ACTION:** a. Provide Owner's organizational documents (e.g. Partnership agreements) **(Mandatory TAB A)**  
 b. Provide Certification from Virginia State Corporation Commission **(Mandatory TAB B)**

**2. Principal(s) of the General Partner:** List names of individuals and ownership interest.

<u>Names **</u>	<u>Phone</u>	<u>Type Ownership</u>	<u>% Ownership</u>	
<u>AS Squared, LLC</u>	<u>(240) 428-7799</u>	<u>GP</u>	<u>90.000%</u>	
<u>Adam J. Stockmaster, Managing Member</u>	<u>(240) 428-7799</u>		<u>0.000%</u>	<i>needs</i>
<u>Ari Severe, Member</u>	<u>(240) 428-7799</u>		<u>0.000%</u>	<i>needs</i>
<u>Petersburg Community Development Corporation</u>	<u>(804) 420-6458</u>	<u>GP</u>	<u>10.000%</u>	
<u>James Hendricks, President</u>	<u>(804) 420-6458</u>		<u>0.000%</u>	<i>needs</i>
			<u>0.000%</u>	
			<u>0.000%</u>	

The above should include 100% of the GP or LLC member interest.

**\*\*** These should be the names of individuals who make up the General Partnership, not simply the names of entities which may comprise those components.

C. OWNERSHIP INFORMATION

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- ACTION:**
- a. Provide Principals' Previous Participation Certification (**Mandatory TAB C**)
  - b. Provide a chart of ownership structure (Org Chart) and a list of all LIHTC Developments within the last 15 years. (**Mandatory at TABS A/D**)

**3. Developer Experience:** Provide evidence that the principal or principals of the controlling general partner or managing member for the proposed development have developed:

- a. as a controlling general partner or managing member, (i) at least three tax credit developments that contain at least three times the number of housing units in the proposed development or (ii) at least six tax credit developments. .... **TRUE**

**Action:** Must be included on VHDA Experienced LIHTC Developer List or provide copies of 8609s, partnership agreements and organizational charts (**Tab P**)

- b. at least three deals as principal and have at \$500,000 in liquid assets..... **FALSE**

**Action:** Must be included on the VHDA Experienced LIHTC Developer List or provide Audited Financial Statements and copies of 8609s (**Tab P**)

- c. The development's principal(s), as a group or individually, have developed as controlling general partner or managing member, at least one tax credit development that contains at least the same number of units of this proposed development (can include Market units). .... **FALSE**

**Action:** Must provide copies of 8609s and partnership agreements (**Tab P**)

D. SITE CONTROL

**NOTE:** Site control by the Owner identified herein is a mandatory precondition of review of this application. Documentary evidence in the form of either a deed, option, purchase contract or lease for a term longer than the period of time the property will be subject to occupancy restrictions must be included herewith. (For 9% Competitive Credits - An option or contract must extend beyond the application deadline by a minimum of four months.)

**Warning:** Site control by an entity other than the Owner, even if it is a closely related party, is not sufficient. Anticipated future transfers to the Owner are not sufficient. The Owner, as identified previously, must have site control at the time this Application is submitted.

**NOTE:** If the Owner receives a reservation of credits, the property must be titled in the name of or leased by (pursuant to a long-term lease) the Owner before the allocation of credits is made.

Contact VHDA before submitting this application if there are any questions about this requirement.

1. Type of Site Control by Owner:

Applicant controls site by (select one and provide documentation - **Mandatory TAB E**)

Select Type: Purchase Contract

Expiration Date: 7/31/2020

In the Option or Purchase contract - Any contract for the acquisition of a site with an existing residential property may not require an empty building as a condition of such contract, unless relocation assistance is provided to displaced households, if any, at such level required by VHDA. See QAP for further details.

FALSE ..... There is more than one site for development and more than one form of site control.

(If **True**, provide documentation for each site specifying number of existing buildings on the site (if any), type of control of each site, and applicable expiration date of stated site control. A site control document is required for each site (**Tab E**.)

2. Timing of Acquisition by Owner:

Only one of the following statement should be True.

a. FALSE ..... Owner already controls site by either deed or long-term lease.

b. TRUE ..... Owner is to acquire property by deed (or lease for period no shorter than period property will be subject to occupancy restrictions) no later than..... 10/31/2019 .

c. FALSE ..... There is more than one site for development and more than one expected date of acquisition by Owner.

(If c is **True**, provide documentation for each site specifying number of existing buildings on the site, if any, and expected date of acquisition of each site by Owner (**Tab E**.)



**D. SITE CONTROL**

**1. Seller Information:**

Name: Birch Island Limited Partnership

Address: 1375 Piccard Drive, Suite 150

City: Rockville St.: MD Zip: 20850

Contact Person: Robert B. Margolis Phone: (240) 428-7799

There is an identity of interest between the seller and the owner/applicant..... FALSE

If above statement is **TRUE**, complete the following:

Principal(s) involved (e.g. general partners, controlling shareholders, etc.)

<u>Names</u>	<u>Phone</u>	<u>Type Ownership</u>	<u>% Ownership</u>
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%

## 2019 Low-Income Housing Tax Credit Application For Reservation

### E. DEVELOPMENT TEAM INFORMATION

Complete the following as applicable to your development team. Provide Contact and Firm Name.

- |                          |  |                           |                             |
|--------------------------|--|---------------------------|-----------------------------|
| 1. Tax Attorney:         | <u>Allison T. Domson</u>                                     | This is a Related Entity. | <u>FALSE</u>                |
| Firm Name:               | <u>Williams Mullen</u>                                       |                           |                             |
| Address:                 | <u>200 South 10th Street, Suite 1600, Richmond, VA 23219</u> |                           |                             |
| Email:                   | <u>adomson@williamsmullen.com</u>                            | Phone:                    | <u>(804) 420-6915</u>       |
| 2. Tax Accountant:       | <u>Todd Fentress</u>   | This is a Related Entity. | <u>FALSE</u>                |
| Firm Name:               | <u>Tidwell Group</u>   |                           |                             |
| Address:                 | <u>4249 Easton Way, Suite 210, Columbus, OH 43219</u>        |                           |                             |
| Email:                   | <u>todd.fentress@tidwellgroup.com</u>                        | Phone:                    | <u>(614) 528-1441</u>       |
| 3. Consultant:           | <u></u>  | This is a Related Entity. | <u>FALSE</u>                |
| Firm Name:               | <u></u>  | Role:                     | <u></u>                     |
| Address:                 | <u></u>  |                           |                             |
| Email:                   | <u></u>  | Phone:                    | <u></u>                     |
| 4. Management Entity:    | <u>Matt Melnick</u>  | This is a Related Entity. | <u>TRUE</u>                 |
| Firm Name:               | <u>TM Associates Management, Inc</u>                         |                           |                             |
| Address:                 | <u>1375 Piccard Drive, Suite 150, Rockville, MD 20850</u>    |                           |                             |
| Email:                   | <u>mmelnick@tmamgroup.com</u>                                | Phone:                    | <u>(240) 683-0300 x 225</u> |
| 5. Contractor:           | <u>Larry Canterbury</u>                                      | This is a Related Entity. | <u>FALSE</u>                |
| Firm Name:               | <u>Canterbury Construction, Inc</u>                          |                           |                             |
| Address:                 | <u>118 Main Street East, Oak Hill, WV 25901</u>              |                           |                             |
| Email:                   | <u>lbc.cancon@gmail.com</u>                                  | Phone:                    | <u>304-469-6352</u>         |
| 6. Architect:            | <u>Jared Willcox</u>   | This is a Related Entity. | <u>FALSE</u>                |
| Firm Name:               | <u>Lemay Erickson Willcox</u>                                |                           |                             |
| Address:                 | <u>11250 Roger Bacon Drive, Suite 16, Reston, VA 20190</u>   |                           |                             |
| Email:                   | <u>jwilcox@lewarchitects.com</u>                             | Phone:                    | <u>703-956-5600</u>         |
| 7. Real Estate Attorney: | <u>Allison T. Domson</u>                                     | This is a Related Entity. | <u>FALSE</u>                |
| Firm Name:               | <u>Williams Mullen</u>                                       |                           |                             |
| Address:                 | <u>200 South 10th Street, Suite 1600, Richmond, VA 23219</u> |                           |                             |
| Email:                   | <u>adomson@williamsmullen.com</u>                            | Phone:                    | <u>(804) 420-6915</u>       |
| 8. Mortgage Banker:      | <u></u>  | This is a Related Entity. | <u>FALSE</u>                |
| Firm Name:               | <u></u>  |                           |                             |
| Address:                 | <u></u>  |                           |                             |
| Email:                   | <u></u>  | Phone:                    | <u></u>                     |
| 9. Other:                | <u></u>  | This is a Related Entity. | <u>FALSE</u>                |
| Firm Name:               | <u></u>  | Role:                     | <u></u>                     |
| Address:                 | <u></u>  |                           |                             |
| Email:                   | <u></u>  | Phone:                    | <u></u>                     |

**REHAB INFORMATION**

**1. Acquisition Credit Information**

- a. Credits are being requested for existing buildings being acquired for development..... TRUE
  
- b. This development has received a previous allocation of credits..... TRUE  
 If so, in what year did this development receive credits? ..... 11/1/1999
  
- c. The development is listed on the RD 515 Rehabilitation Priority List?..... TRUE
  
- d. This development is an existing RD or HUD S8/236 development..... TRUE  
**Action:** (If True, provide required form in **TAB Q**)

Note: If there is an identity of interest between the applicant and the seller in this proposal, and the applicant is seeking points in this category, then the applicant must either waive their rights to the developer's fee or other fees associated with acquisition, or obtain a waiver of this requirement from VHDA prior to application submission to receive these points.

- i. Applicant agrees to waive all rights to any developer's fee or other fees associated with acquisition..... FALSE
  
- ii. Applicant has obtained a waiver of this requirement from VHDA prior to the application submission deadline..... FALSE

**2. Ten-Year Rule For Acquisition Credits**

- a. All buildings satisfy the 10-year look-back rule of IRC Section 42 (d)(2)(B), including the 10% basis/ \$15,000 rehab costs (\$10,000 for Tax Exempt Bonds) per unit requirement..... TRUE
  
- b. All buildings qualify for an exception to the 10-year rule under IRC Section 42(d)(2)(D)(i),..... FALSE
  - i. Subsection (I)..... FALSE
  - ii. Subsection (II)..... FALSE
  - iii. Subsection (III)..... FALSE
  - iv. Subsection (IV)..... FALSE
  - v. Subsection (V)..... FALSE
  
- c. The 10-year rule in IRC Section 42 (d)(2)(B) for all buildings does not apply pursuant to IRC Section 42(d)(6)..... TRUE
  
- d. There are different circumstances for different buildings..... FALSE  
**Action:** (If True, provide an explanation for each building in Tab K)

**REHAB INFORMATION**

**3. Rehabilitation Credit Information**

- a. Credits are being requested for rehabilitation expenditures..... TRUE
  
- b. **Minimum Expenditure Requirements**
  - i. All buildings in the development satisfy the rehab costs per unit requirement of IRS Section 42(e)(3)(A)(ii)..... TRUE
  - ii. All buildings in the development qualify for the IRC Section 42(e)(3)(B) exception to the 10% basis requirement (4% credit only)..... FALSE
  - iii. All buildings in the development qualify for the IRC Section 42(f)(5)(B)(ii)(II) exception..... FALSE
  - iv. There are different circumstances for different buildings..... FALSE  
**Action:** (If True, provide an explanation for each building in Tab K)

**4. Request For Exception**

- a. The proposed new construction development (including adaptive reuse and rehabilitation that creates additional rental space) is subject to an assessment of up to minus 20 points for being located in a pool identified by the Authority as a pool with little or no increase in rent burdened population..... FALSE
  
- b. Applicant seeks an exception to this restriction in accordance with one of the following provisions under 13VAC10-180-60:
  - i. Proposed development is specialized housing designed to meet special needs that cannot readily be addressed utilizing existing residential structures..... FALSE
  - ii. Proposed development is designed to serve as a replacement for housing being demolished through redevelopment..... FALSE
  - iii. Proposed development is housing that is an integral part of a neighborhood revitalization project sponsored by a local housing authority..... FALSE

**Action:** If any of 4(b) responses are true, provide documentation at Tab U.

G. NONPROFIT INVOLVEMENT

**Applications for 9% Credits** - Section must be completed in order to compete in the Non Profit tax credit pool.

**All Applicants** - Section must be completed to obtain points for nonprofit involvement.

1. **Tax Credit Nonprofit Pool Applicants:** To qualify for the nonprofit pool, an organization (described in IRC Section 501(c)(3) or 501(c)(4) and exempt from taxation under IRC Section 501(a)) should answer the following questions as TRUE:

- FALSE a. Be authorized to do business in Virginia.
- FALSE b. Be substantially based or active in the community of the development.
- FALSE c. Materially participate in the development and operation of the development throughout the compliance period (i.e., regular, continuous and substantial involvement) in the operation of the development throughout the Compliance Period.
- FALSE d. Own, either directly or through a partnership or limited liability company, 100% of the general partnership or managing member interest.
- FALSE e. Not be affiliated with or controlled by a for-profit organization.
- FALSE f. Not have been formed for the principal purpose of competition in the Non Profit Pool.
- FALSE g. Not have any staff member, officer or member of the board of directors materially participate, directly or indirectly, in the proposed development as a for profit entity.

2. **All Applicants:** To qualify for points under the ranking system, the nonprofit's involvement need not necessarily satisfy all of the requirements for participation in the nonprofit tax credit pool.

A. Nonprofit Involvement (All Applicants)

There is nonprofit involvement in this development..... TRUE (If false, go on to part III.)

**Action:** If there is nonprofit involvement, provide completed Non Profit Questionnaire (**Mandatory TAB I**).

B. Type of involvement:

Nonprofit meets eligibility requirement for points only, not pool..... TRUE

or

Nonprofit meets eligibility requirements for nonprofit pool and points..... FALSE

C. Identity of Nonprofit (All nonprofit applicants):

The nonprofit organization involved in this development is: Owner

Name: Petersburg Community Development Corporation, Inc. (Please fit NP name within available space)

Contact Person: Alexander C. Graham

Street Address: 200 South 10th Street, Suite 1600

City: Richmond State: VA Zip: 23219-0000

Phone: (804) 420-6458 Extension:  Contact Email: sgraham@williamsmullen.

**G. NONPROFIT INVOLVEMENT**

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D. Percentage of Nonprofit Ownership (All nonprofit applicants):

Specify the nonprofit entity's percentage ownership of the general partnership interest:

10.0%

**3. Nonprofit/Local Housing Authority Purchase Option/Right of First Refusal**

A. TRUE

After the mandatory 15-year compliance period, a qualified nonprofit or local housing authority will have the option to purchase or the right of first refusal to acquire the development for a price not to exceed the outstanding debt and exit taxes. Such debt must be limited to the original mortgage(s) unless any refinancing is approved by the nonprofit.

**Action:** Provide Option or Right of First Refusal in Recordable Form **(TAB V)**  
Provide Nonprofit Questionnaire (if applicable) **(TAB I)**

**Name of qualified nonprofit:**

Petersburg Community Development Corporation, Inc.

**or indicate true if Local Housing Authority  
Name of Local Housing Authority**

FALSE

B. FALSE

A qualified nonprofit or local housing authority submits a homeownership plan committing to sell the units in the development after the mandatory 15-year compliance period to tenants whose incomes shall not exceed the applicable income limit at the time of their initial occupancy.

**Action:** Provide Homeownership Plan **(TAB N)**

**NOTE:** Applicant waives the right to pursue a Qualified Contract.



**H. STRUCTURE AND UNITS INFORMATION**

**1. General Information**

a. Total number of <b>all</b> units in development	48	bedrooms	104
Total number of <b>rental</b> units in development	48	bedrooms	104
Number of low-income rental units	48	bedrooms	104
Percentage of rental units designated low-income	100.00%		
b. Number of new units:.....	0	bedrooms	0
Number of adaptive reuse units: .....	0	bedrooms	0
Number of rehab units:.....	48	bedrooms	104
c. If any, indicate number of planned exempt units (included in total of all units in development).....			0
d. Total Floor Area For The Entire Development.....			41,426.00 (Sq. ft.)
e. Unheated Floor Area (i.e. Breezeways, Balconies, Storage).....			0.00 (Sq. ft.)
f. Nonresidential Commercial Floor Area (Not eligible for funding).....			0.00
g. Total Usable Residential Heated Area.....			41,426.00 (Sq. ft.)
h. Percentage of Net Rentable Square Feet Deemed To Be <b>New Rental Space</b> .....			9.20%
i. Exact area of site in acres .....	3.045		
j. Locality has approved a final site plan or plan of development.....			FALSE
If <b>True</b> , Provide required documentation ( <b>TAB O</b> ).			
k. Requirement as of 2016: Site must be properly zoned for proposed development. <b>ACTION:</b> Provide required zoning documentation ( <b>MANDATORY TAB G</b> )			
l. Development is eligible for Historic Rehab credits.....			FALSE

**Definition:**

The structure is historic, by virtue of being listed individually in the National Register of Historic Places, or due to its location in a registered historic district and certified by the Secretary of the Interior as being of historical significance to the district, and the rehabilitation will be completed in such a manner as to be eligible for historic rehabilitation tax credits.

**H. STRUCTURE AND UNITS INFORMATION**

**2. UNIT MIX**

a. Specify the average size and number per unit type (as indicated in the Architect's Certification):

Note: Average sq foot should include the prorata of common space.

Unit Type	Average Sq Foot		# of LIHTC Units	Total Rental Units
Supportive Housing	0.00	SF	0	0
1 Story Eff - Elderly	0.00	SF	0	0
1 Story 1BR - Elderly	0.00	SF	0	0
1 Story 2BR - Elderly	0.00	SF	0	0
Eff - Elderly	0.00	SF	0	0
1BR Elderly	0.00	SF	0	0
2BR Elderly	0.00	SF	0	0
Eff - Garden	0.00	SF	0	0
1BR Garden	629.99	SF	8	8
2BR Garden	816.00	SF	24	24
3BR Garden	1050.13	SF	16	16
4BR Garden	0.00	SF	0	0
2+ Story 2BR Townhouse	0.00	SF	0	0
2+ Story 3BR Townhouse	0.00	SF	0	0
2+ Story 4BR Townhouse	0.00	SF	0	0
			48	48

Note: Please be sure to enter the values in the appropriate unit category. If not, errors will occur on the self scoresheet.

**3. Structures**

- a. Number of Buildings (containing rental units)..... 6
- b. Age of Structure:..... 34 years
- c. Number of stories:..... 2
- d. The development is a scattered site development..... FALSE
- e. Commercial Area Intended Use: N/A
- f. Development consists primarily of : **(Only One Option Below Can Be True)**
  - i. Low Rise Building(s) - (1-5 stories with any structural elements made of wood)..... TRUE
  - ii. Mid Rise Building(s) - (5-7 stories with no structural elements made of wood)..... FALSE
  - iii. High Rise Building(s) - (8 or more stories with no structural elements made of wood)..... FALSE

**H. STRUCTURE AND UNITS INFORMATION**

g. Indicate **True** for all development's structural features that apply:

i. Row House/Townhouse	<u>FALSE</u>	v. Detached Single-family	<u>FALSE</u>
ii. Garden Apartments	<u>TRUE</u>	vi. Detached Two-family	<u>FALSE</u>
iii. Slab on Grade	<u>TRUE</u>	vii. Basement	<u>FALSE</u>
iv. Crawl space	<u>FALSE</u>		

h. Development contains an elevator(s). FALSE  
 If true, # of Elevators. 0  
 Elevator Type (if known) \_\_\_\_\_

i. Roof Type ▶ Pitched  
 j. Construction Type ▶ Frame  
 k. Primary Exterior Finish ▶ Vinyl

**4. Site Amenities (indicate all proposed)**

a. Business Center.....	<u>FALSE</u>	f. Limited Access.....	<u>FALSE</u>
b. Covered Parking.....	<u>FALSE</u>	g. Playground.....	<u>TRUE</u>
c. Exercise Room.....	<u>FALSE</u>	h. Pool.....	<u>FALSE</u>
d. Gated access to Site.....	<u>FALSE</u>	i. Rental Office.....	<u>TRUE</u>
e. Laundry facilities.....	<u>TRUE</u>	j. Sports Activity Court..	<u>FALSE</u>
		k. Other:	<u>Community Room</u>

l. Describe Community Facilities: Laundry Room, Maintenance Facilities, Rental Office, Community Room

m. Number of Proposed Parking Spaces..... 55  
 Parking is shared with another entity ..... FALSE

n. Development located within 1/2 mile of an existing commuter rail, light rail or subway station  
 or 1/4 mile from existing public bus stop. .... FALSE  
 If **True**, Provide required documentation (**TAB K3**).

**H. STRUCTURE AND UNITS INFORMATION**

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**5. Plans and Specifications**

- a. **Minimum submission requirements for all properties (new construction, rehabilitation and adaptive reuse):**
  - i. A location map with development clearly defined.
  - ii. Sketch plan of the site showing overall dimensions of all building(s), major site elements (e.g., parking lots and location of existing utilities, and water, sewer, electric, gas in the streets adjacent to the site). Contour lines and elevations are not required.
  - iii. Sketch plans of all building(s) reflecting overall dimensions of:
    - a. Typical floor plan(s) showing apartment types and placement
    - b. Ground floor plan(s) showing common areas
    - c. Sketch floor plan(s) of typical dwelling unit(s)
    - d. Typical wall section(s) showing footing, foundation, wall and floor structureNotes must indicate basic materials in structure, floor and exterior finish.
- b. The following are due at reservation for Tax Exempt 4% Applications and at allocation for 9% Applications.
  - i. Phase I environmental assessment.
  - ii. Physical needs assessment for any rehab only development.

**NOTE:** All developments must meet VHDA's **Minimum Design and Construction Requirements**. By signing and submitting the Application for Reservation of LIHTC, the applicant certifies that the proposed project budget, plans & specifications and work write-ups incorporate all necessary elements to fulfill these requirements.

**5. Market Study Data:**

Obtain the following information from the **Market Study** conducted in connection with this tax credit application:

Project Wide Capture Rate - LIHTC Units	3.80%
Project Wide Capture Rate - Market Units	0.00%
Project Wide Capture Rate - All Units	3.80%
Project Wide Absorption Period (Months)	2

**J. ENHANCEMENTS**

Each development must meet the following baseline energy performance standard applicable to the development's construction category.

- a. **New Construction:** must meet all criteria for EPA EnergyStar certification.
- b. **Rehabilitation:** renovation must result in at least a 30% performance increase or score an 80 or lower on the HERS Index.
- c. **Adaptive Reuse:** must score a 95 or lower on the HERS Index.

Certification and HERS Index score must be verified by a third-party, independent, non-affiliated, certified RESNET home energy rater.

Indicate **True** for the following items that apply to the proposed development:

**ACTION:** Provide Architect Certification (**Mandatory**) and documents related to following items if applicable (**TAB F**)

**1. For any development, upon completion of construction/rehabilitation:**

- TRUE a. A community/meeting room with a minimum of 749 square feet is provided.
- 0.00% b. Percentage of brick or other similar low-maintenance material approved by the Authority covering the exterior walls. Community buildings are to be included in percentage calculations.
- TRUE c. Water expense is sub-metered (the tenant will pay monthly or bi-monthly bill).
- TRUE d. Each bathroom contains only of WaterSense labeled faucets, toilets and showerheads.
- TRUE e. Each unit is provided with the necessary infrastructure for high-speed internet/broadband service.
- TRUE f. Free WiFi access will be provided in community room for resident only usage.
- FALSE g. Each unit is provided free individual high speed internet access.
- or
- TRUE h. Each unit is provided free individual WiFi access.
- TRUE i. Full bath fans are wired to primary light with delayed timer or has continuous exhaust by ERV/DOAS.
- or
- FALSE j. Full bath fans are equipped with a humidistat.
- TRUE k. Cooking surfaces are equipped with fire prevention features
- or
- FALSE l. Cooking surfaces are equipped with fire suppression features.
- FALSE m. Rehab only: Each unit has dedicated space, drain and electrical hook-ups to accept a permanently installed dehumidification system.
- or
- TRUE n. All Construction types: each unit is equipped with a permanent dehumidification system.
- TRUE o. All interior doors within units are solid core.
- TRUE p. At minimum, one USB charging port in each kitchen, living room and all bedrooms.
- TRUE q. All kitchen light fixtures are LED and meet MDCR lighting guidelines.
- FALSE r. Each unit has a shelf or ledge outside the primary entry door located in an interior hallway.
- FALSE s. New construction only: Each unit to have balcony or patio with a minimum depth of 5 feet clear from face of building and a minimum size of 30 square feet.

**For all developments exclusively serving elderly tenants upon completion of construction/rehabilitation:**

- FALSE a. All cooking ranges have front controls.

J. ENHANCEMENTS

FALSE b. Bathrooms have an independent or supplemental heat source.

FALSE c. All entrance doors have two eye viewers, one at 42" inches and the other at standard height.

2. Green Certification

a. Applicant agrees to meet the base line energy performance standard applicable to the development's construction category as listed above.

The applicant will also obtain one of the following:

TRUE Earthcraft Gold or higher certification

FALSE

National Green Building Standard (NGBS) certification of Silver or higher.

FALSE U.S. Green Building Council LEED certification

FALSE

Enterprise Green Communities (EGC) Certification

If Green Certification is selected, no points will be awarded for d. Watersense Bathroom fixtures above.

Action: If seeking any points associated Green certification, provide appropriate documentation at TAB F.

b. Applicant will pursue one of the following certifications to be awarded points on a future development application. (Failure to reach this goal will not result in a penalty.)

FALSE Zero Energy Ready Home Requirements

FALSE

Passive House Standards

3. Universal Design - Units Meeting Universal Design Standards (units must be shown on Plans)

TRUE a. Architect of record certifies that units will be constructed to meet VHDA's Universal Design standards.

5 b. Number of Rental Units constructed to meet VHDA's Universal Design standards:

10% % of Total Rental Units

4. FALSE Market-rate units' amenities are substantially equivalent to those of the low income units.

If not, please explain:

N/A



I. UTILITIES

1. Describe the Heating/AC System: Split System

2. Services Included:

Utilities	Type of Utility (Gas, Electric, Oil, etc.)	Utilities Paid by:	Enter Allowances by Bedroom Size				
			0-bdr	1-bdr	2-bdr	3-bdr	4-br
Heating	Electric	Tenant	0	32	37	41	0
Air Conditioning	Electric	Tenant	0	33	37	41	0
Cooking	Electric	Tenant	0	8	9	10	0
Lighting	Electric	Tenant	0	10	11	13	0
Hot Water	Electric	Tenant	0	20	24	28	0
Water		Tenant	0	15	17	20	0
Sewer		Tenant	0	27	31	36	0
Trash		Owner	0	0	0	0	0
Total utility allowance for costs paid by tenant			\$0	\$145	\$166	\$189	\$0

3. The following sources were used for Utility Allowance Calculation (Provide documentation **TAB R**).

- a. FALSE HUD
- b. FALSE Utility Company (Estimate)
- c. FALSE Utility Company (Actual Survey)
- d. FALSE Local PHA
- e. TRUE Other: USDA - RD

**Warning:** The VHDA housing choice voucher program utility schedule shown on VHDA.com should not be used unless directed to do so by the local housing authority.

**K. SPECIAL HOUSING NEEDS**

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**NOTE:** Any Applicant commits to providing first preference to members of targeted populations having state rental assistance and will not impose any eligibility requirements or lease terms for such individuals that are more restrictive than its standard requirements and terms, the terms of the MOU establishing the target population, or the eligibility requirements for the state rental assistance.

1. **Accessibility:** Indicate **True** for the following point categories, as appropriate.

**Action:** Provide appropriate documentation (**Tab X**)

**TRUE**

- a. Any development in which (i) the greater of 5 units or 10% of units will be assisted by HUD project-based vouchers (as evidenced by the submission of a letter satisfactory to the Authority from an authorized public housing authority (PHA) that the development meets all prerequisites for such assistance), or another form of documented and binding federal project-based rent subsidies in order to ensure occupancy by extremely low-income persons. Locality project based rental subsidy meets the definition of state project based rental subsidy;
- (ii) will conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act; and be actively marketed to persons with disabilities as defined in the Fair Housing Act in accordance with a plan submitted as part of the application for credits.
- (iii) above must include roll-in showers, roll under sinks and front control ranges, unless agreed to by the Authority prior to the applicant's submission of its application.

Documentation from source of assistance must be provided with the application.

**Note:** Subsidies may apply to any units, not only those built to satisfy Section 504.  
(60 points)

**FALSE**

- b. Any development in which the greater of 5 units or 10% of the units (i) have rents within HUD's Housing Choice Voucher ("HCV") payment standard; (ii) conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act; and (iii) are actively marketed to persons with disabilities as defined in the Fair Housing Act in accordance with a plan submitted as part of the application for credits (30 points)

**FALSE**

- c. Any development in which 5% of the units (i) conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act and (ii) are actively marketed to persons with disabilities as defined in the Fair Housing Act in accordance with a plan submitted as part of this application for credits. (15 points)

**For items a,b or c, all common space must also conform to HUD regulations interpreting the accessibility Rehabilitation Act.**

**K. SPECIAL HOUSING NEEDS**

**2. Special Housing Needs/Leasing Preference:**

a. If not general population, select applicable special population:

- FALSE Elderly (as defined by the United States Fair Housing Act.)
  - FALSE Persons with Disabilities (must meet the requirements of the Federal Americans with Disabilities Act) - Accessible Supportive Housing Pool only
  - FALSE Supportive Housing (as described in the Tax Credit Manual)
- Action:** Provide Permanent Supportive Housing Certification (**Tab S**)

b. The development has existing tenants and a relocation plan has been developed..... TRUE  
(If **True**, VHDA policy requires that the impact of economic and/or physical displacement on those tenants be minimized, in which Owners agree to abide by the Authority's Relocation Guidelines for LIHTC properties.)  
**Action:** Provide Relocation Plan (**Mandatory if tenants are displaced - Tab J**)

**3. Leasing Preferences**

a. Will leasing preference be given to applicants on a public housing waiting list and/or Section 8 waiting list? select: Yes

Organization which holds such waiting list: Sussex County Housing Office

Contact person: Brenda Drew

Title: Housing Programs Coordinator

Phone Number (804) 834-1302

**Action:** Provide required notification documentation (**TAB L**)

b. Leasing preference will be given to individuals and families with children..... TRUE  
(Less than or equal to 20% of the units must have of 1 or less bedrooms).

c. Specify the number of low-income units that will serve individuals and families with children by providing three or more bedrooms: 16  
% of total Low Income Units 33%

**NOTE:** Development must utilize a **VHDA Certified Management Agent**. Proof of management certification must be provided before 8609s are issued.

**K. SPECIAL HOUSING NEEDS**

**4. Rental Assistance**

a. Some of the low-income units do or will receive rental assistance..... TRUE

b. Indicate True if rental assistance will be available from the following

- FALSE Rental Assistance Demonstration (RAD) or other PHA conversion to based rental assistance.
- FALSE Section 8 New Construction Substantial Rehabilitation
- FALSE Section 8 Moderate Rehabilitation
- FALSE Section 8 Certificates
- FALSE Section 8 Project Based Assistance
- TRUE RD 515 Rental Assistance
- FALSE Section 8 Vouchers
- FALSE State Assistance
- FALSE Other: \_\_\_\_\_

c. The Project Based vouchers above are applicable to the 30% units seeking points. FALSE

i. If True above, how many of the 30% units will not have project based vouchers? \_\_\_\_\_

d. Number of units receiving assistance:	<u>32</u>
How many years in rental assistance contract?	<u>1.00</u>
Expiration date of contract:	<u>3/1/2020</u>
There is an Option to Renew.....	<u>TRUE</u>

**Action:** Contract or other agreement provided **(TAB Q)**.

**L. UNIT DETAILS**

**1. Set-Aside Election: UNITS SELECTED IN INCOME AND RENT DETERMINE POINTS FOR THE BONUS POINT CATEGORY**

Note: In order to qualify for any tax credits, a development must meet one of two minimum threshold occupancy tests. Either (i) at least 20% of the units must be rent-restricted and occupied by persons whose incomes are 50% or less of the area median income adjusted for family size (this is called the 20/50 test) or (ii) at least 40% of the units must be rent-restricted and occupied by persons whose incomes are 60% or less of the area median income adjusted for family size (this is called the 40/60 test), all as described in Section 42 of the IRC. Rent-and income-restricted units are known as low-income units. If you have more low-income units than required, you qualify for more credits. If you serve lower incomes than required, you receive more points under the ranking system.

**a. Units Provided Per Household Type:**

Income Levels		
# of Units	% of Units	
0	0.00%	20% Area Median
0	0.00%	30% Area Median
5	10.42%	40% Area Median
19	39.58%	50% Area Median
16	33.33%	60% Area Median
4	8.33%	70% Area Median
4	8.33%	80% Area Median
0	0.00%	Market Units
48	99.99%	<b>Total</b>

Rent Levels		
# of Units	% of Units	
0	0.00%	20% Area Median
0	0.00%	30% Area Median
5	10.42%	40% Area Median
19	39.58%	50% Area Median
16	33.33%	60% Area Median
4	8.33%	70% Area Median
4	8.33%	80% Area Median
0	0.00%	Market Units
48	99.99%	<b>Total</b>

- b. The development plans to utilize income averaging..... TRUE  
 If above is true, should the points based on the units assigned to the levels above **be waived** and therefore not required for compliance?  
 20-30% Levels FALSE      40% Levels FALSE      50% levels FALSE

**2. Unit Detail FOR YOUR CONVENIENCE, COPY AND PASTE IS ALLOWED WITHIN UNIT MIX GRID**

In the following grid, add a row for each unique unit type planned within the development. Enter the appropriate data for both tax credit and market rate units.

	Unit Type (Select One)	Rent Target (Select One)	Number of Units	Number of Units 504 compliant	Net Rentable Square Feet	Monthly Rent Per Unit	Total Monthly Rent
Mix 1	1 BR - 1 Bath	40% AMI	1	0	545.00	\$551.00	\$551
Mix 2	2 BR - 1 Bath	40% AMI	2	3	718.12	\$614.00	\$1,228
Mix 3	3 BR - 1 Bath	40% AMI	2	2	960.25	\$704.00	\$1,408
Mix 4	1 BR - 1 Bath	50% AMI	3		545.00	\$551.00	\$1,653
Mix 5	2 BR - 1 Bath	50% AMI	10		718.12	\$614.00	\$6,140
Mix 6	3 BR - 1 Bath	50% AMI	3		892.72	\$704.00	\$2,112
Mix 7	1 BR - 1 Bath	60% AMI	2		575.14	\$551.00	\$1,102
Mix 8	2 BR - 1 Bath	60% AMI	8		748.62	\$614.00	\$4,912
Mix 9	3 BR - 1 Bath	60% AMI	4		1008.65	\$704.00	\$2,816
Mix 10	1 BR - 1 Bath	70% AMI	1		575.14	\$551.00	\$551
Mix 11	2 BR - 1 Bath	70% AMI	2		748.62	\$614.00	\$1,228
Mix 12	3 BR - 1 Bath	70% AMI	1		958.06	\$704.00	\$704
Mix 13	1 BR - 1 Bath	80% AMI	1		575.14	\$551.00	\$551
Mix 14	2 BR - 1 Bath	80% AMI	2		748.62	\$614.00	\$1,228
Mix 15	3 BR - 1 Bath	80% AMI	1		927.99	\$704.00	\$704
Mix 16	3 BR - 1 Bath	60% AMI	2		960.25	\$704.00	\$1,408
Mix 17	3 BR - 1 Bath	50% AMI	3		922.87	\$704.00	\$2,112
Mix 18							\$0
Mix 19							\$0
Mix 20							\$0
Mix 21							\$0
Mix 22							\$0
Mix 23							\$0



L. UNIT DETAILS

Mix 24									\$0
Mix 25									\$0
Mix 26									\$0
Mix 27									\$0
Mix 28									\$0
Mix 29									\$0
Mix 30									\$0
Mix 31									\$0
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Mix 84									\$0



**L. UNIT DETAILS**

Mix 85								\$0
Mix 86								\$0
Mix 87								\$0
Mix 88								\$0
Mix 89								\$0
Mix 90								\$0
Mix 91								\$0
Mix 92								\$0
Mix 93								\$0
Mix 94								\$0
Mix 95								\$0
Mix 96								\$0
Mix 97								\$0
Mix 98								\$0
Mix 99								\$0
Mix 100								\$0
<b>TOTALS</b>			48	5	13,128.31	\$10,753		\$30,408

<b>Total Units</b>	<b>48</b>	<b>Net Rentable SF:</b>	<b>TC Units</b>	<b>37,289.86</b>
			<b>MKT Units</b>	<b>0.00</b>
			<b>Total NR SF:</b>	<b>37,289.86</b>

<b>Floor Space Fraction (to 7 decimals)</b>	<b>100.00000%</b>
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**M. OPERATING EXPENSES**

**Administrative:**

Use Whole Numbers Only!

1. Advertising/Marketing			\$700
2. Office Salaries			\$0
3. Office Supplies			\$5,000
4. Office/Model Apartment	(type _____)		\$0
5. Management Fee			\$36,288
9.80% of EGI	\$756.00	Per Unit	
6. Manager Salaries			\$37,000
7. Staff Unit (s)	(type _____)		\$0
8. Legal			\$225
9. Auditing			\$7,000
10. Bookkeeping/Accounting Fees			\$0
11. Telephone & Answering Service			\$2,650
12. Tax Credit Monitoring Fee			\$1,680
13. Miscellaneous Administrative			\$3,700
<b>Total Administrative</b>			<b>\$94,243</b>

**Utilities**

14. Fuel Oil			\$0
15. Electricity			\$4,850
16. Water			\$14,200
17. Gas			\$5,250
18. Sewer			\$21,000
<b>Total Utility</b>			<b>\$45,300</b>

**Operating:**

19. Janitor/Cleaning Payroll			\$0
20. Janitor/Cleaning Supplies			\$0
21. Janitor/Cleaning Contract			\$0
22. Exterminating			\$1,950
23. Trash Removal			\$5,400
24. Security Payroll/Contract			\$0
25. Grounds Payroll			\$0
26. Grounds Supplies			\$0
27. Grounds Contract			\$2,500
28. Maintenance/Repairs Payroll			\$34,500
29. Repairs/Material			\$8,000
30. Repairs Contract			\$5,000
31. Elevator Maintenance/Contract			\$0
32. Heating/Cooling Repairs & Maintenance			\$0
33. Pool Maintenance/Contract/Staff			\$0
34. Snow Removal			\$500
35. Decorating/Payroll/Contract			\$2,300
36. Decorating Supplies			\$0
37. Miscellaneous			\$0
<b>Totals Operating &amp; Maintenance</b>			<b>\$60,150</b>

**M. OPERATING EXPENSES**

<b>Taxes &amp; Insurance</b>	
38. Real Estate Taxes	\$8,700
39. Payroll Taxes	\$9,100
40. Miscellaneous Taxes/Licenses/Permits	\$1,450
41. Property & Liability Insurance	\$12,720
42. Fidelity Bond	\$57
43. Workman's Compensation	\$3,300
44. Health Insurance & Employee Benefits	\$12,650
45. Other Insurance	\$0
<b>Total Taxes &amp; Insurance</b>	<b>\$47,977</b>
<b>Total Operating Expense</b>	<b>\$247,670</b>

<b>Total Operating Expenses Per Unit</b>	\$5,160	<b>C. Total Operating</b>	66.89%	
		<b>Expenses as % of EGI</b>		

<b>Replacement Reserves</b> (Total # Units X \$300 or \$250 New Const. Elderly Minimum)	\$14,400
---	----------

<b>Total Expenses</b>	<b>\$262,070</b>
-----------------------	------------------

**ACTION:** Provide Documentation of Operating Budget at **Tab R** if applicable.

2019 Low-Income Housing Tax Credit Application For Reservation

**N. PROJECT SCHEDULE**

ACTIVITY	ACTUAL OR ANTICIPATED DATE	NAME OF RESPONSIBLE PERSON
<b>1. SITE</b>		
a. Option/Contract	2/28/2019	Adam J. Stockmaster
b. Site Acquisition	10/31/2019	Adam J. Stockmaster
c. Zoning Approval	2/8/2019	Andre M. Green
d. Site Plan Approval	N/A	N/A
<b>2. Financing</b>		
<b>a. Construction Loan</b>		
i. Loan Application	10/1/2019	Adam J. Stockmaster
ii. Conditional Commitment	11/1/2019	Corbin Anderson
iii. Firm Commitment	12/1/2019	Corbin Anderson
<b>b. Permanent Loan - First Lien</b>		
i. Loan Application	3/1/2019	Adam J. Stockmaster
ii. Conditional Commitment	3/13/2019	Corbin Anderson
iii. Firm Commitment	1/1/2020	Corbin Anderson
<b>c. Permanent Loan-Second Lien</b>		
i. Loan Application	3/1/2019	Adam J. Stockmaster
ii. Conditional Commitment	3/12/2019	Ora Rollins
iii. Firm Commitment	10/1/2019	Ora Rollins
<b>d. Other Loans &amp; Grants</b>		
i. Type & Source, List		
ii. Application		
iii. Award/Commitment		
<b>2. Formation of Owner</b>	2/25/2016	Adam J. Stockmaster
<b>3. IRS Approval of Nonprofit Status</b>	8/1/1990	Alexander C. Graham
<b>4. Closing and Transfer of Property to Owner</b>	10/31/2019	Adam J. Stockmaster
<b>5. Plans and Specifications, Working Drawings</b>	3/1/2019	Jared Willcox
<b>6. Building Permit Issued by Local Government</b>	2/1/2020	Larry Canterbury
<b>7. Start Construction</b>	2/1/2020	Adam J. Stockmaster
<b>8. Begin Lease-up</b>	2/1/2020	Matt Melnick
<b>9. Complete Construction</b>	9/1/2020	Adam J. Stockmaster
<b>10. Complete Lease-Up</b>	9/1/2020	Matt Melnick
<b>11. Credit Placed in Service Date</b>	9/1/2020	Adam J. Stockmaster

**O. PROJECT BUDGET - HARD COSTS**

**Cost/Basis/Maximum Allowable Credit**

Complete cost column and basis column(s) as appropriate

Note: Attorney must opine, among other things, as to correctness of the inclusion of each cost item in eligible basis, type of credit and numerical calculations included in Project Budget.

Item	(A) Cost	Amount of Cost up to 100% Includable in Eligible Basis--Use Applicable Column(s):		
		"30% Present Value Credit"		(D)
		(B) Acquisition	(C) Rehab/ New Construction	"70 % Present Value Credit"
<b>1. Contractor Cost</b>				
a. Unit Structures (New)	0	0	0	0
b. Unit Structures (Rehab)	2,450,718	0	0	2,450,718
c. Non Residential Structures	0	0	0	0
d. Commercial Space Costs	0	0	0	0
e. Structured Parking Garage	0	0	0	0
<b>Total Structure</b>	<b>2,450,718</b>	<b>0</b>	<b>0</b>	<b>2,450,718</b>
f. Earthwork	0	0	0	0
g. Site Utilities	0	0	0	0
h. Roads & Walks	0	0	0	0
i. Site Improvements	0	0	0	0
j. Lawns & Planting	0	0	0	0
k. Engineering	0	0	0	0
l. Off-Site Improvements	0	0	0	0
m. Site Environmental Mitigation	0	0	0	0
n. Demolition	0	0	0	0
o. Site Work	172,850	0	0	172,850
p. Other Site work	0	0	0	0
<b>Total Land Improvements</b>	<b>172,850</b>	<b>0</b>	<b>0</b>	<b>172,850</b>
<b>Total Structure and Land</b>	<b>2,623,568</b>	<b>0</b>	<b>0</b>	<b>2,623,568</b>
q. General Requirements	157,414	0	0	157,414
r. Builder's Overhead ( 2.0% Contract)	52,471	0	0	52,471
s. Builder's Profit ( 6.0% Contract)	157,414	0	0	157,414
t. Bonds	23,927	0	0	23,927
u. Building Permits	0	0	0	0
v. Special Construction	0	0	0	0
w. Special Equipment	0	0	0	0
x. Other 1: <u>Termite Treatment</u>	10,000	0	0	10,000
y. Other 2: _____	0	0	0	0
z. Other 3: _____	0	0	0	0
<b>Contractor Costs</b>	<b>\$3,024,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,024,794</b>

O. PROJECT BUDGET - OWNER COSTS

**MUST USE WHOLE NUMBERS ONLY!**

Item	(A) Cost	Amount of Cost up to 100% Includable in Eligible Basis--Use Applicable Column(s):		
		"30% Present Value Credit"		(D)
		(B) Acquisition	(C) Rehab/ New Construction	"70 % Present Value Credit"
<b>2. Owner Costs</b>				
a. Building Permit	29,909	0	0	29,909
b. Architecture/Engineering Design Fee \$2,767 /Unit)	132,816	0	0	132,816
c. Architecture Supervision Fee \$972 /Unit)	46,636	0	0	46,636
d. Tap Fees	0	0	0	0
e. Environmental	8,000	7,262	0	0
f. Soil Borings	25,000	0	0	25,000
g. EarthCraft/LEED	24,000	0	0	24,000
h. Appraisal	8,000	3,631	0	4,000
i. Market Study	3,500	3,177	0	0
j. Site Engineering / Survey	18,500	0	0	18,500
k. Construction/Development Mgt	15,000	0	0	15,000
l. Structural/Mechanical Study	0	0	0	0
m. Construction Loan Origination Fee	53,203	0	0	53,203
n. Construction Interest ( 6.0% for 9 months)	150,000	0	0	0
o. Taxes During Construction	0	0	0	0
p. Insurance During Construction	0	0	0	0
q. Permanent Loan Fee ( 2.0% )	12,000	0	0	0
r. Other Permanent Loan Fees	8,000	0	0	0
s. Letter of Credit	0	0	0	0
t. Cost Certification Fee	15,000	2,269	0	12,500
u. Accounting	0	0	0	0
v. Title and Recording	40,000	18,154	0	20,000
w. Legal Fees for Closing	50,000	18,154	0	30,000
x. Mortgage Banker	51,500	0	0	0
y. Tax Credit Fee	29,560			
z. Tenant Relocation	15,000	0	0	0
aa. Fixtures, Furnitures and Equipment	20,000	0	0	20,000
ab. Organization Costs	0	0	0	0
ac. Operating Reserve	177,090	0	0	0
ad. Contingency	229,361	0	0	229,361
ae. Security	0	0	0	0
af. Utilities	0	0	0	0
(1) Other* specify:	0	0	0	0
(2) Other* specify:	0	0	0	0
(3) Other* specify:	0	0	0	0
(4) Other* specify:	0	0	0	0
(5) Other* specify:	0	0	0	0
(6) Other* specify:	0	0	0	0
(7) Other* specify:	0	0	0	0

**O. PROJECT BUDGET - OWNER COSTS**

(8) Other* specify:	0	0	0	0
(9) Other* specify:	0	0	0	0
(10) Other* specify:	0	0	0	0
Owner Costs Subtotal (Sum 2A..2{10})	\$1,162,075	\$52,647	\$0	\$660,925
<b>Subtotal 1 + 2</b> (Owner + Contractor Costs)	\$4,186,869	\$52,647	\$0	\$3,685,719
<b>3. Developer's Fees</b>	700,000	0	0	700,000
<b>4. Owner's Acquisition Costs</b>				
Land	300,000			
Existing Improvements	1,469,945	1,306,616		
Subtotal 4:	\$1,769,945	\$1,306,616		
<b>5. Total Development Costs</b>				
Subtotal 1+2+3+4:	\$6,656,814	\$1,359,263	\$0	\$4,385,719

If this application seeks rehab credits only, in which there is no acquisition and **no change in ownership**, enter the greater of appraised value or tax assessment value here:

(Provide documentation at Tab E)

\$0	Land
\$0	Building

**Maximum Developer Fee:**

**\$744,818**

Proposed Development's Cost per Unit:  
per Sq Foot  
Applicable Cost Limit per unit:

\$138,684 **Meets Limits**  
\$118 **Meets Limits**  
\$199,972



**P. ELIGIBLE BASIS CALCULATION**

Item	(A) Cost	Amount of Cost up to 100% Includable in Eligible Basis--Use Applicable Column(s):		
		"30 % Present Value Credit"		(D) "70 % Present Value Credit"
		(B) Acquisition	(C) Rehab/ New Construction	
<b>1. Total Development Costs</b>	6,656,814	1,359,263	0	4,385,719

**2. Reductions in Eligible Basis**

a. Amount of federal grant(s) used to finance qualifying development costs	0	0	0
b. Amount of nonqualified, nonrecourse financing	0	0	0
c. Costs of nonqualifying units of higher quality (or excess portion thereof)	0	0	0
d. Historic Tax Credit (residential portion)	0	0	0

**3. Total Eligible Basis (1 - 2 above)**

1,359,263	0	4,385,719
-----------	---	-----------

**4. Adjustment(s) to Eligible Basis (For non-acquisition costs in eligible basis)**

a. For QCT or DDA (Eligible Basis x 30%) <i>State Designated Basis Boosts:</i>	0	1,315,716
b. For Revitalization or Supportive Housing (Eligible Basis x 30%)	0	0
c. For Green Certification (Eligible Basis x 10%)		0
<b>Total Adjusted Eligible basis</b>	0	5,701,435

**5. Applicable Fraction**

100.00000%	100.00000%	100.00000%
------------	------------	------------

**6. Total Qualified Basis (Eligible Basis x Applicable Fraction)**

1,359,263	0	5,701,435
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**7. Applicable Percentage**

3.27%	0.00%	9.00%
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(Beginning with 2016 Allocations, use the standard 9% rate.)  
(For tax exempt bonds, use the most recently published rates.)

**8. Maximum Allowable Credit under IRC §42**

(Qualified Basis x Applicable Percentage)	\$44,448	\$0	\$513,129
(Must be same as BIN total and equal to or less than credit amount allowed)	\$557,577 Combined 30% & 70% P. V. Credit		

**Q. SOURCES OF FUNDS**

**Action:** Provide Documentation for all Funding Sources at **Tab T**

**1. Construction Financing:** List individually the sources of construction financing, including any such loans financed through grant sources:

Source of Funds	Date of Application	Date of Commitment	Amount of Funds	Name of Contact Person
1.				
2.				
3.				
Total Construction Funding:			\$0	

**2. Permanent Financing:** List individually the sources of all permanent financing in order of lien position:

Source of Funds		Date of Application	Date of Commitment	Amount of Funds	Annual Debt Service Cost	Interest Rate of Loan	Amortization Period IN YEARS	Term of Loan (years)
1.	USDA RD PRLF	3/1/2019	3/13/2019	\$800,000	\$47,459	2.85%	23.00	23.00
2.	USDA RD	3/1/2019	3/12/2019	\$1,519,945	\$38,642	1.00%	50.00	30.00
3.	FHLB	6/1/2019	10/1/2019	\$500,000		0.00%	0.00	30.00
4.								
5.								
6.								
7.								
8.								
9.								
10.								
Total Permanent Funding:				\$2,819,945	\$86,101			

**3. Grants:** List all grants provided for the development:

Source of Funds	Date of Application	Date of Commitment	Amount of Funds	Name of Contact Person
1.				
2.				
3.				
4.				
5.				
6.				
Total Permanent Grants:			\$0	

**Q. SOURCES OF FUNDS**

**4. Subsidized Funding**

	Source of Funds	Date of Commitment	Amount of Funds
1.	USDA RD PRLF	3/12/2019	\$800,000
2.			
3.			
4.			
5.			
Total Subsidized Funding			\$800,000

**5. Recap of Federal, State, and Local Funds**

Portions of the sources of funds described above for the development are financed directly or indirectly with Federal, State, or Local Government Funds..... TRUE

If above is **True**, then list the amount of money involved by all appropriate types.

Below-Market Loans

a.	Tax Exempt Bonds	\$0
b.	RD 515	\$1,519,945
c.	Section 221(d)(3)	\$0
d.	Section 312	\$0
e.	Section 236	\$0
f.	VHDA SPARC/REACH	\$0
g.	HOME Funds	\$0
h.	Other: USDA RD PRLF	\$800,000
i.	Other: FHLB-AHP	\$500,000

Market-Rate Loans

a.	Taxable Bonds	\$0
b.	Section 220	\$0
c.	Section 221(d)(3)	\$0
d.	Section 221(d)(4)	\$0
e.	Section 236	\$0
f.	Section 223(f)	\$0
g.	Other:	\$0

Grants\*

a.	CDBG	\$0
b.	UDAG	\$0

Grants

c.	State	
d.	Local	
e.	Other:	

\*This means grants to the partnership. If you received a loan financed by a locality which received one of the listed grants, please list it in the appropriate loan column as "other" and describe the applicable grant program which funded it.

**Q. SOURCES OF FUNDS**

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**6. For Transactions Using Tax-Exempt Bonds Seeking 4% Credits:**

For purposes of the 50% Test, and based only on the data entered to this application, the portion of the aggregate basis of buildings and land financed with tax-exempt funds is: N/A

7. Some of the development's financing has credit enhancements..... FALSE

If True, list which financing and describe the credit enhancement:

**8. Other Subsidies** **Action: Provide documentation (Tab Q)**

a. FALSE Real Estate Tax Abatement on the increase in the value of the development.

b. FALSE **New** project based subsidy from HUD or Rural Development for the greater of 5 or 10% of the units in the development.

c. FALSE Other

9. A HUD approval for transfer of physical asset is required..... FALSE

**2019 Low-Income Housing Tax Credit Application For Reservation**

**R. EQUITY**

**1. Equity**

a. Portion of Syndication Proceeds Attributable to Historic Tax Credit			
Amount of Federal historic credits	\$0	x Equity \$	\$0.000 = \$0
Amount of Virginia historic credits	\$0	x Equity \$	\$0.000 = \$0
b. Equity that Sponsor will Fund:			
i. Cash Investment	\$0		
ii. Contributed Land/Building	\$0		
iii. Deferred Developer Fee	\$166,871	(Note: Deferred Developer Fee cannot be negative.)	
iv. Other: <u>Capital Reserves</u>	\$100,000		
<b>Equity Total</b>	<b>\$266,871</b>		

**2. Equity Gap Calculation**

a. Total Development Cost	\$6,656,814
b. Total of Permanent Funding, Grants and Equity	- \$3,086,816
c. Equity Gap	\$3,569,998
d. Developer Equity	- \$357
e. Equity gap to be funded with low-income tax credit proceeds	\$3,569,641

**3. Syndication Information (If Applicable)**

a. Actual or Anticipated Name of Syndicator:	<u>Boston Capital</u>		
Contact Person:	<u>Joshua Gould</u>	Phone:	<u>(617) 624-8835</u>
Street Address:	<u>One Boston Place, 21st Floor</u>		
City:	<u>Boston</u>	State:	<u>MA</u> Zip: <u>02108</u>
b. Syndication Equity			
i. Anticipated Annual Credits		\$408,000.00	
ii. Equity Dollars Per Credit (e.g., \$0.85 per dollar of credit)		\$0.875	
iii. Percent of ownership entity (e.g., 99% or 99.9%)		99.99000%	
iv. Syndication costs not included in Total Development Costs (e.g., advisory fees)		\$0	
v. Net credit amount anticipated by user of credits		\$407,959	
vi. Total to be paid by anticipated users of credit (e.g., limited partners)		\$3,569,641	
c. Syndication:	<u>Private</u>		
d. Investors:	<u>Corporate</u>		

**4. Net Syndication Amount**

Which will be used to pay for Total Development Costs \$3,569,641

**5. Net Equity Factor**

Must be equal to or greater than 85% 87.4999509755%

**S. DETERMINATION OF RESERVATION AMOUNT NEEDED**

The following calculation of the amount of credits needed is substantially the same as the calculation which will be made by VHDA to determine, as required by the IRC, the amount of credits which may be allocated for the development. However, VHDA at all times retains the right to substitute such information and assumptions as are determined by VHDA to be reasonable for the information and assumptions provided herein as to costs (including development fees, profits, etc.), sources for funding, expected equity, etc. Accordingly, if the development is selected by VHDA for a reservation of credits, the amount of such reservation may differ significantly from the amount you compute below.

1. Total Development Costs		<u>\$6,656,814</u>
2. Less Total of Permanent Funding, Grants and Equity	-	<u>\$3,086,816</u>
3. Equals Equity Gap		<u>\$3,569,998</u>
4. Divided by Net Equity Factor (Percent of 10-year credit expected to be raised as equity investment)		<u>87.4999509755%</u>
5. Equals Ten-Year Credit Amount Needed to Fund Gap		<u>\$4,080,000</u>
Divided by ten years		<u>10</u>
6. Equals Annual Tax Credit Required to Fund the Equity Gap		<u>\$408,000</u>
7. Maximum Allowable Credit Amount (from Eligible Basis Calculation)		<u>\$557,577</u>
8. Requested Credit Amount	For 30% PV Credit:	<u>\$42,000</u>
	For 70% PV Credit:	<u>\$366,000</u>
Credit per LI Units	<u>\$8,500.0000</u>	
Credit per LI Bedroom	<u>\$3,923.0769</u>	
	<b>Combined 30% &amp; 70% PV Credit Requested</b>	<b>\$408,000</b>

9. **Action: Provide Attorney's Opinion (Mandatory Tab H)**





T. CASH FLOW

4. Projections for Financial Feasibility - 15 Year Projections of Cash Flow

	Stabilized Year 1	Year 2	Year 3	Year 4	Year 5
<b>Eff. Gross Income</b>	370,255	377,660	385,214	392,918	400,776
<b>Less Oper. Expenses</b>	262,070	269,932	278,030	286,371	294,962
<b>Net Income</b>	108,185	107,728	107,184	106,547	105,814
<b>Less Debt Service</b>	86,101	86,101	86,101	86,101	86,101
<b>Cash Flow</b>	22,084	21,627	21,083	20,446	19,713
<b>Debt Coverage Ratio</b>	1.26	1.25	1.24	1.24	1.23

	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Eff. Gross Income</b>	408,792	416,968	425,307	433,813	442,489
<b>Less Oper. Expenses</b>	303,811	312,925	322,313	331,982	341,942
<b>Net Income</b>	104,981	104,042	102,994	101,831	100,547
<b>Less Debt Service</b>	86,101	86,101	86,101	86,101	86,101
<b>Cash Flow</b>	18,880	17,941	16,893	15,730	14,446
<b>Debt Coverage Ratio</b>	1.22	1.21	1.20	1.18	1.17

	Year 11	Year 12	Year 13	Year 14	Year 15
<b>Eff. Gross Income</b>	451,339	460,366	469,573	478,965	488,544
<b>Less Oper. Expenses</b>	352,200	362,766	373,649	384,859	396,404
<b>Net Income</b>	99,139	97,600	95,924	94,106	92,140
<b>Less Debt Service</b>	86,101	86,101	86,101	86,101	86,101
<b>Cash Flow</b>	13,038	11,499	9,823	8,005	6,039
<b>Debt Coverage Ratio</b>	1.15	1.13	1.11	1.09	1.07

Estimated Annual Percentage Increase in Revenue 2.00% (Must be  $\leq$  2%)  
 Estimated Annual Percentage Increase in Expenses 3.00% (Must be  $\geq$  3%)

U. Building-by-Building Information

Qualified basis must be determined on a building-by-building basis. Complete the section below. Building street addresses are required by the IRS (must have them by the time of allocation request).

**FOR YOUR CONVENIENCE, COPY AND PASTE IS ALLOWED WITHIN BUILDING GRID**

**DO NOT use the CUT Feature**

Bldg #	BIN if known	TAX CREDIT UNITS	MARKET RATE UNITS	30% Present Value Credit for Acquisition			30% Present Value Credit for Rehab / New Construction			70% Present Value Credit									
				Estimate Qualified Basis	Actual or Anticipated In-Service Date	Applicable Percentage	Credit Amount	Estimate Qualified Basis	Actual or Anticipated In-Service Date	Applicable Percentage	Credit Amount	Estimate Qualified Basis	Actual or Anticipated In-Service Date	Applicable Percentage	Credit Amount				
1.	VA9906501	8	0	10322 Penny Lane	901 - 908 Wakefield	VA	23888	\$213,858	10/31/19	3.27%	\$6,993			\$0	\$897,029	09/01/20	9.00%	\$80,733	
2.	VA9906502	8	0	10322 Penny Lane	909 - 916 Wakefield	VA	23888	\$215,307	10/31/19	3.27%	\$7,041			\$0	\$903,104	09/01/20	9.00%	\$81,279	
3.	VA9906503	8	0	10322 Penny Lane	917 - 924 Wakefield	VA	23888	\$213,858	10/31/19	3.27%	\$6,993			\$0	\$897,029	09/01/20	9.00%	\$80,733	
4.	VA9906504	8	0	10322 Penny Lane	925 - 932 Wakefield	VA	23888	\$287,076	10/31/19	3.27%	\$9,387			\$0	\$1,204,140	09/01/20	9.00%	\$108,373	
5.	VA9906505	8	0	10322 Penny Lane	933 - 940 Wakefield	VA	23888	\$215,306	10/31/19	3.27%	\$7,041			\$0	\$903,104	09/01/20	9.00%	\$81,279	
6.	VA9906506	8	0	10322 Penny Lane	941 - 948 Wakefield	VA	23888	\$213,858	10/31/19	3.27%	\$6,993			\$0	\$897,029	09/01/20	9.00%	\$80,733	
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35.																			
				48															

Totals from all buildings

\$1,359,263      \$0      \$44,448      \$5,701,435      \$513,129

Number of BINS: 6

Credit Amount should equal Gap Calculation Request.

**V. STATEMENT OF OWNER**

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The undersigned hereby acknowledges the following:

1. that, to the best of its knowledge and belief, all factual information provided herein or in connection herewith is true and correct, and all estimates are reasonable.
2. that it will at all times indemnify and hold harmless VHDA and its assigns against all losses, costs, damages, VHDA's expenses, and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to VHDA's acceptance, consideration, approval, or disapproval of this reservation request and the issuance or nonissuance of an allocation of credits, grants and/or loan funds in connection herewith.
3. that points will be assigned only for representations made herein for which satisfactory documentation is submitted herewith and that no revised representations may be made in connection with this application once the deadline for applications has passed.
4. that this application form, provided by VHDA to applicants for tax credits, including all sections herein relative to basis, credit calculations, and determination of the amount of the credit necessary to make the development financially feasible, is provided only for the convenience of VHDA in reviewing reservation requests; that completion hereof in no way guarantees eligibility for the credits or ensures that the amount of credits applied for has been computed in accordance with IRC requirements; and that any notations herein describing IRC requirements are offered only as general guides and not as legal authority.
5. that the undersigned is responsible for ensuring that the proposed development will be comprised of qualified low-income buildings and that it will in all respects satisfy all applicable requirements of federal tax law and any other requirements imposed upon it by VHDA prior to allocation, should one be issued.
6. that the undersigned commits to providing first preference to members of targeted populations having state rental assistance and will not impose any eligibility requirements or lease terms terms for such individuals that are more restrictive than its standard requirements and terms, the terms of the MOU establishing the target population, or the eligibility requirements for the state rental assistance.
7. that, for the purposes of reviewing this application, VHDA is entitled to rely upon representations of the undersigned as to the inclusion of costs in eligible basis and as to all of the figures and calculations relative to the determination of qualified basis for the development as a whole and/or each building therein individually as well as the amounts and types of credit applicable thereof, but that the issuance of a reservation based on such representation in no way warrants their correctness or compliance with IRC requirements.
8. that VHDA may request or require changes in the information submitted herewith, may substitute its own figures which it deems reasonable for any or all figures provided herein by the undersigned and may reserve credits, if any, in an amount significantly different from the amount requested.
9. that reservations of credits are not transferable without prior written approval by VHDA at its sole discretion.

V. STATEMENT OF OWNER

10. that the requirements for applying for the credits and the terms of any reservation or allocation thereof are subject to change at any time by federal or state law, federal, state or VHDA regulations, or other binding authority.
  11. that reservations may be made subject to certain conditions to be satisfied prior to allocation and shall in all cases be contingent upon the receipt of a nonrefundable application fee of \$1000 and a nonrefundable reservation fee equal to 7% of the annual credit amount reserved.
  12. that a true, exact, and complete copy of this application, including all the supporting documentation enclosed herewith, has been provided to the tax attorney who has provided the required attorney's opinion accompanying this submission.
  13. that the undersigned has provided a complete list of all residential real estate developments in which the general partner(s) has (have) or had a controlling ownership interest and, in the case of those projects allocated credits under Section 42 of the IRC, complete information on the status of compliance with Section 42 and an explanation of any noncompliance. The undersigned hereby authorizes the Housing Credit Agencies of states in which these projects are located to share compliance information with the Authority.
  14. that any principal of undersigned has not participated in a planned foreclosure or Qualified Contract request in Virginia after January 1, 2019.
  15. that undersigned waives the right to pursue a Qualified Contract on this development.
- J. that the information in this application may be disseminated to others for purposes of verification or other purposes consistent with the Virginia Freedom of Information Act. However, all information will be maintained, used or disseminated in accordance with the Government Data Collection and Dissemination Practices Act. The undersigned may refuse to supply the information requested, however, such refusal will result in VHDA's inability to process the application. The original or copy of this application may be retained by VHDA, even if tax credits are not allocated to the undersigned.

In Witness Whereof, the undersigned, being authorized, has caused this document to be executed in its name on the date of this application set forth in DEV Info tab hereof.

Legal Name of Owner: Birch Island Apartments Limited Partnership

By: AS Squared LLC General Partner

By:

Adam J. Stockmaster, Manager

(Title)

W.

**LIHTC SELF SCORE SHEET**

**Self Scoring Process**

This Self Scoring Process is intended to provide you with an estimate of your application's score based on the information included within the reservation application. Other items, denoted below in the yellow shaded cells, are typically evaluated by VHDA's staff during the application review and feasibility process. For purposes of self scoring, we have made certain assumptions about your application. Edit the appropriate responses (Y or N) in the yellow shaded cells, if applicable. Item 5f requires a numeric value to be entered.

Please remember that this score is only an estimate. VHDA reserves the right to change application data and/or score sheet responses where appropriate, which may change the final score.

**MANDATORY ITEMS:**

	Included		Score
a. Signed, completed application with attached tabs in PDF format	Y	Y or N	0
b. Active Excel copy of application	Y	Y or N	0
c. Partnership agreement	Y	Y or N	0
d. SCC Certification	Y	Y or N	0
e. Previous participation form	Y	Y or N	0
f. Site control document	Y	Y or N	0
g. Architect's Certification	Y	Y or N	0
h. Attorney's opinion	Y	Y or N	0
i. Nonprofit questionnaire (if applicable)	Y	Y, N, N/A	0
j. Appraisal	Y	Y or N	0
k. Zoning document	Y	Y or N	0
l. Universal Design Plans	Y	Y or N	0
m. List of LIHTC Developments (Schedule A)	Y	Y or N	0
<b>Total:</b>			<b>0.00</b>

**1. READINESS:**

a. VHDA notification letter to CEO (via Locality Notification Information Application)	Y	0 or -50	0.00
b. Local CEO Opposition Letter	N	0 or -25	0.00
c. Plan of development	N	0 or 40	0.00
d. Location in a revitalization area based on Qualified Census Tract	Y	0 or 10	10.00
e. Location in a revitalization area with resolution	N	0 or 15	0.00
f. Location in a Opportunity Zone	N	0 or 15	0.00
<b>Total:</b>			<b>10.00</b>

**2. HOUSING NEEDS CHARACTERISTICS:**

a. Sec 8 or PHA waiting list preference	Y	0 or up to 5	5.00
b. Existing RD, HUD Section 8 or 236 program	Y	0 or 20	20.00
c. Subsidized funding commitments	12.02%	Up to 40	24.04
d. Tax abatement on increase of property's value	N	0 or 5	0.00
e. New project based rental subsidy (HUD or RD)	N	0 or 10	0.00
f. Census tract with <12% poverty rate	0%	0, 20, 25 or 30	0.00
g. Development listed on the Rural Development Rehab Priority List	Y	0 or 15	15.00
h. Dev. located in area with little or no increase in rent burdened population	Y	Up to -20	0.00
i. Dev. located in area with increasing rent burdened population	Y	Up to 20	1.84
<b>Total:</b>			<b>65.88</b>



**2019 Low-Income Housing Tax Credit Application For Reservation**

**3. DEVELOPMENT CHARACTERISTICS:**

a. Amenities (See calculations below)			41.00
b. Project subsidies/HUD 504 accessibility for 5 or 10% of units	Y	0 or 60	60.00
or c. HCV Payment Standard/HUD 504 accessibility for 5 or 10% of units	N	0 or 30	0.00
or d. HUD 504 accessibility for 5% of units	N	0 or 15	0.00
e. Proximity to public transportation (within Northern VA or Tidewater)	N	0, 10 or 20	0.00
f. Development will be Green Certified	Y	0 or 10	10.00
g. Units constructed to meet VHDA's Universal Design standards	10%	Up to 15	1.56
h. Developments with less than 100 units	Y	up to 20	20.00
i. Historic Structure	N	0 or 5	0.00
<b>Total:</b>			<b>132.56</b>

**4. TENANT POPULATION CHARACTERISTICS:**

Locality AMI	State AMI
\$83,200	\$55,900

a. Less than or equal to 20% of units having 1 or less bedrooms	Y	0 or 15	15.00
b. <plus> Percent of Low Income units with 3 or more bedrooms	33.33%	Up to 15	15.00
c. Units with rent at or below 30% of AMI and are not subsidized (up to 10% of LI units)	0.00%	Up to 10	0.00
d. Units with rents at or below 40% of AMI (up to 10% of LI units)	10.42%	Up to 10	10.00
e. Units with rent and income at or below 50% of AMI	50.00%	Up to 50	50.00
f. Units with rents at or below 50% rented to tenants at or below 60% of AMI	50.00%	Up to 25	0.00
or g. Units in LI Jurisdictions with rents <= 50% rented to tenants with <= 60% of AMI	0.00%	Up to 50	0.00
<b>Total:</b>			<b>90.00</b>

**5. SPONSOR CHARACTERISTICS:**

a. Developer experience - 3 developments with 3 x units or 6 developments with 1 x units	Y	0 or 50	50.00
or b. Developer experience - 3 developments and at least 500,000 in liquid assets	N	0 or 50	0.00
c. Developer experience - 1 development with 1 x units	N	0 or 10	0.00
d. Developer experience - life threatening hazard	N	0 or -50	0.00
e. Developer experience - noncompliance	N	0 or -15	0.00
f. Developer experience - did not build as represented	0	0 or -2x	0.00
g. Developer experience - failure to provide minimum building requirements	N	0 or -20	0.00
h. Developer experience - termination of credits by VHDA	N	0 or -10	0.00
i. Developer experience - exceeds cost limits at certification	N	0 or -50	0.00
j. Management company rated unsatisfactory	N	0 or -25	0.00
<b>Total:</b>			<b>50.00</b>

**6. EFFICIENT USE OF RESOURCES:**

a. Credit per unit		Up to 200	77.22
b. Cost per unit		Up to 100	35.16
<b>Total:</b>			<b>112.38</b>

**7. BONUS POINTS:**

a. Extended compliance	0 Years	40 or 50	0.00
or b. Nonprofit or LHA purchase option	Y	0 or 60	60.00
or c. Nonprofit or LHA Home Ownership option	N	0 or 5	0.00
d. Combined 9% and 4% Tax Exempt Bond Site Plan	N	Up to 45	0.00
e. RAD or PHA Conversion participation and competing in Local Housing Authority pool	N	0 or 10	0.00
<b>Total:</b>			<b>60.00</b>

425 Point Threshold - all 9% Tax Credits  
 325 Point Threshold - Tax Exempt Bonds

**TOTAL SCORE: 520.82**

**2019 Low-Income Housing Tax Credit Application For Reservation**

**Amenities:**

All units have:	Max Pts	Score
a. Community Room	5	5.00
b. Exterior walls constructed with brick and other low maintenance materials	25	0.00
c. Sub metered water expense	5	5.00
d. Watersense labeled faucets, toilets and showerheads	3	0.00
e. Infrastructure for high speed internet/broadband	1	1.00
f. Free WiFi Access in community room	4	4.00
g. Each unit provided free individual high speed internet access	6	0.00
h. Each unit provided free individual WiFi	8	8.00
i. Bath Fan - Delayed timer or continuous exhaust	3	3.00
j. Baths equipped with humidistat	3	0.00
k. Cooking Surfaces equipped with fire prevention features	4	4.00
l. Cooking surfaces equipped with fire suppression features	2	0.00
m. Rehab only: dedicated space to accept permanent dehumidification system	2	0.00
n. Provides Permanently installed dehumidification system	5	5.00
o. All interior doors within units are solid core	3	3.00
p. USB in kitchen, living room and all bedrooms	1	1.00
q. LED Kitchen Light Fixtures	2	2.00
r. Shelf or Ledge at entrance within interior hallway	2	0.00
s. New Construction: Balcony or patio	4	0.00
		<u>41.00</u>
 All elderly units have:		
t. Front-control ranges	1	0.00
u. Independent/suppl. heat source	1	0.00
v. Two eye viewers	1	0.00
		<u>0.00</u>
<b>Total amenities:</b>		<b><u>41.00</u></b>

X. Development Summary

Summary Information 2019 Low-Income Housing Tax Credit Application For Reservation

**Project Name:** Birch Island Apartments

**Cycle Type:** 9% Tax Credits **Requested Credit Amount:** \$408,000  
**Allocation Type:** Acquisition/Rehab **Jurisdiction:** Sussex County  
**Total Units:** 48 **Population Target:** General  
**Total LI Units:** 48  
**Project Gross Sq Ft:** 41,426.00 **Owner Contact:** Adam Stockmaster  
**Green Certified?** TRUE

**Total Score**  
520.82

Source of Funds	Amount	Per Unit	Per Sq Ft	Annual Debt Service
Permanent Financing	\$2,819,945	\$58,749	\$68	\$86,101

Uses of Funds - Actual Costs				
Type of Uses	Amount	Per Unit	Sq Ft	% of TDC
Improvements	\$2,623,568	\$54,658	\$63	39.41%
General Req/Overhead/Profit	\$367,299	\$7,652	\$9	5.52%
Other Contract Costs	\$33,927	\$707	\$1	0.51%
Owner Costs	\$1,162,075	\$24,210	\$28	17.46%
Acquisition	\$1,769,945	\$36,874	\$43	26.59%
Developer Fee	\$700,000	\$14,583	\$17	10.52%
<b>Total Uses</b>	<b>\$6,656,814</b>	<b>\$138,684</b>		

Total Development Costs	
Total Improvements	\$4,186,869
Land Acquisition	\$1,769,945
Developer Fee	\$700,000
<b>Total Development Costs</b>	<b>\$6,656,814</b>

Income		
Gross Potential Income - LI Units		\$398,124
Gross Potential Income - Mkt Units		\$0
Subtotal		\$398,124
Vacancy %	7.00%	\$27,869
<b>Effective Gross Income</b>		<b>\$370,255</b>

**Proposed Cost Limit/Unit:** \$138,684  
**Applicable Cost Limit/Unit:** \$199,972  
**Proposed Cost Limit/Sq Ft:** \$118  
**Applicable Cost Limit/Sq Ft:** \$156

Rental Assistance? TRUE

Unit Breakdown	
Supp Hsg	0
# of Eff	0
# of 1BR	8
# of 2BR	24
# of 3BR	16
# of 4+ BR	0
<b>Total Units</b>	<b>48</b>

Expenses		
Category	Total	Per Unit
Administrative	\$94,243	\$1,963
Utilities	\$45,300	\$944
Operating & Maintenance	\$60,150	\$1,253
Taxes & Insurance	\$47,977	\$1,000
<b>Total Operating Expenses</b>	<b>\$247,670</b>	<b>\$5,160</b>
Replacement Reserves	\$14,400	\$300
<b>Total Expenses</b>	<b>\$262,070</b>	<b>\$5,460</b>

	Income Levels	Rent Levels
	# of Units	# of Units
<=30% AMI	0	0
40% AMI	5	5
50% AMI	19	19
60% AMI	16	16
>60% AMI	8	8
Market	0	0

Cash Flow	
EGI	\$370,255
Total Expenses	\$262,070
<b>Net Income</b>	<b>\$108,185</b>
Debt Service	\$86,101
<b>Debt Coverage Ratio (YR1):</b>	<b>1.26</b>

Income Averaging? TRUE

Extended Use Restriction? 30

2019 Low-Income Housing Tax Credit Application For Reservation

\$/SF = **\$149.18** Credits/SF = **9.848887** Const \$/unit = **\$63,016.5417**

TYPE OF PROJECT  
LOCATION  
DATE OF CONSTRUCTION

GENERAL = 11000; ELDERLY = 12000  
Inner-NVA=100; Outer-NV=200; NWNC=300; Rich=400; Tid=500; Balance=600  
N C=1; ADPT=2; REHAB(35,000+)=3; REHAB\*(15,000-35,000)=4

11000
400
3

400
3

\*REHABS LOCATED IN BELTWAY (\$15,000-\$50,000) See Below

	GENERAL		Elderly				
	Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
AVG UNIT SIZE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NUMBER OF UNITS	0	0	0	0	0	0	0
PARAMETER-(COSTS>=35,000)	0	0	0	0	0	0	0
PARAMETER-(COSTS<35,000)	0	0	0	0	0	0	0
PARAMETER-(COSTS>=50,000)	0	0	0	0	0	0	0
PARAMETER-(COSTS<50,000)	0	0	0	0	0	0	0
COST PARAMETER	0	0	0	0	0	0	0
PROJECT COST PER UNIT	0	0	0	0	0	0	0
PARAMETER-(CREDITS>=35,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS<35,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS>=50,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS<50,000)	0	0	0	0	0	0	0
CREDIT PARAMETER	0	0	0	0	0	0	0
PROJECT CREDIT PER UNIT	0	0	0	0	0	0	0
<b>COST PER UNIT POINTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CREDIT PER UNIT POINTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

	GENERAL							
	EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
AVG UNIT SIZE	0.00	629.99	816.00	1,050.13	0.00	0.00	0.00	0.00
NUMBER OF UNITS	0	8	24	16	0	0	0	0
PARAMETER-(COSTS>=35,000)	0	148,313	201,281	217,172	0	0	0	0
PARAMETER-(COSTS<35,000)	0	0	0	0	0	0	0	0
PARAMETER-(COSTS>=50,000)	0	148,313	201,281	217,172	0	0	0	0
PARAMETER-(COSTS<50,000)	0	0	0	0	0	0	0	0
COST PARAMETER	0	148,313	201,281	217,172	0	0	0	0
PROJECT COST PER UNIT	0	93,979	121,727	156,653	0	0	0	0
PARAMETER-(CREDITS>=35,000)	0	10,343	14,036	15,144	0	0	0	0
PARAMETER-(CREDITS<35,000)	0	0	0	0	0	0	0	0
PARAMETER-(CREDITS>=50,000)	0	10,343	14,036	15,144	0	0	0	0
PARAMETER-(CREDITS<50,000)	0	0	0	0	0	0	0	0
CREDIT PARAMETER	0	10,343	14,036	15,144	0	0	0	0
PROJECT CREDIT PER UNIT	0	6,205	8,037	10,343	0	0	0	0
<b>COST PER UNIT POINTS</b>	<b>0.00</b>	<b>6.11</b>	<b>19.76</b>	<b>9.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CREDIT PER UNIT POINTS</b>	<b>0.00</b>	<b>13.34</b>	<b>42.74</b>	<b>21.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

TOTAL COST PER UNIT POINTS **35.16**

TOTAL CREDIT PER UNIT POINTS **77.22**

**Cost Parameters - Elderly**

Standard Cost Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

**Credit Parameters - Elderly**

Standard Credit Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Credit Parameter**

Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

**Cost Parameters - General**

Standard Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
0	148,313	201,281	217,172	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	148,313	201,281	217,172	0	0	0	0

**Credit Parameters - General**

Standard Credit Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Credit Parameter**

EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
0	10,343	14,036	15,144	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	10,343	14,036	15,144	0	0	0	0

**Northern Virginia Beltway** (Rehab costs \$15,000-\$50,000)

**Cost Parameters - Elderly**

Standard Cost Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

**Credit Parameters - Elderly**

Standard Cost Parameter - low rise  
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Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

**Cost Parameters - General**

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EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
0	148,313	201,281	217,172	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	148,313	201,281	217,172	0	0	0	0

**Credit Parameters - General**

Standard Cost Parameter - low rise  
 Parameter Adjustment - mid rise  
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**Adjusted Cost Parameter**

EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
0	10,343	14,036	15,144	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	10,343	14,036	15,144	0	0	0	0

2019 Low-Income Housing Tax Credit Application For Reservation

\$/SF = **\$149.18** Credits/SF = **9.848887** Const \$/unit = **\$63,016.54**

TYPE OF PROJECT  
LOCATION  
TYPE OF CONSTRUCTION

GENERAL = 11000; ELDERLY = 12000  
Inner-NVA=100; Outer-NV=200; NWNVC=300; Rich=400; Tid=500; Balance=600  
N C=1; ADPT=2; REHAB(35,000+)=3; REHAB\*(10,000-35,000)=4

**11000**  
**400**  
**3**

**400**  
**3**

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PARAMETER-(COSTS=>50,000)	0	0	0	0	0	0	0
PARAMETER-(COSTS<50,000)	0	0	0	0	0	0	0
COST PARAMETER	0	0	0	0	0	0	0
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PARAMETER-(CREDITS=>35,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS<35,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS=>50,000)	0	0	0	0	0	0	0
PARAMETER-(CREDITS<50,000)	0	0	0	0	0	0	0
CREDIT PARAMETER	0	0	0	0	0	0	0
PROJECT CREDIT PER UNIT	0	0	0	0	0	0	0
COST PER UNIT POINTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT PER UNIT POINTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	GENERAL							
	EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
AVG UNIT SIZE	0.00	629.99	816.00	1,050.13	0.00	0.00	0.00	0.00
NUMBER OF UNITS	0	8	24	16	0	0	0	0
PARAMETER-(COSTS=>35,000)	0	148,313	201,281	217,172	0	0	0	0
PARAMETER-(COSTS<35,000)	0	0	0	0	0	0	0	0
PARAMETER-(COSTS=>50,000)	0	148,313	201,281	217,172	0	0	0	0
PARAMETER-(COSTS<50,000)	0	0	0	0	0	0	0	0
COST PARAMETER	0	148,313	201,281	217,172	0	0	0	0
PROJECT COST PER UNIT	0	93,979	121,727	156,653	0	0	0	0
PARAMETER-(CREDITS=>35,000)	0	10,343	14,036	15,144	0	0	0	0
PARAMETER-(CREDITS<35,000)	0	0	0	0	0	0	0	0
PARAMETER-(CREDITS=>50,000)	0	10,343	14,036	15,144	0	0	0	0
PARAMETER-(CREDITS<50,000)	0	0	0	0	0	0	0	0
CREDIT PARAMETER	0	10,343	14,036	15,144	0	0	0	0
PROJECT CREDIT PER UNIT	0	6,205	8,037	10,343	0	0	0	0
COST PER UNIT POINTS	0.00	6.11	19.76	9.29	0.00	0.00	0.00	0.00
CREDIT PER UNIT POINTS	0.00	13.34	42.74	21.14	0.00	0.00	0.00	0.00

TOTAL COST PER UNIT POINTS **35.16**

TOTAL CREDIT PER UNIT POINTS **77.22**



Standard Cost Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

Cost Parameters - Elderly						
Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

Standard Credit Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Credit Parameter**

Credit Parameters - Elderly						
Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

Standard Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

Cost Parameters - General							
EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
0	148,313	201,281	217,172	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	148,313	201,281	217,172	0	0	0	0

Standard Credit Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Credit Parameter**

Credit Parameters - General							
EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
0	10,343	14,036	15,144	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	10,343	14,036	15,144	0	0	0	0

**Northern Virginia Beltway** (Rehab costs \$10,000-\$50,000)

Standard Cost Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

Cost Parameters - Elderly						
Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

Standard Credit Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

Credit Parameters - Elderly						
Supportive Hsg	EFF-E	1 BR-E	2 BR-E	EFF-E-1 ST	1 BR-E-1 ST	2 BR-E-1 ST
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

Standard Cost Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

Cost Parameters - General							
EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
0	148,313	201,281	217,172	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	148,313	201,281	217,172	0	0	0	0

Standard Cost Parameter - low rise  
 Parameter Adjustment - mid rise  
 Parameter Adjustment - high rise  
**Adjusted Cost Parameter**

Credit Parameters - General							
EFF-G	1 BR-G	2 BR-G	3 BR-G	4 BR-G	2 BR-TH	3 BR-TH	4 BR-TH
0	10,343	14,036	15,144	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	10,343	14,036	15,144	0	0	0	0

A

# Partnership or Operating Agreement

Including chart of ownership structure with percentage of  
interests **(MANDATORY)**

**AMENDMENT TO AGREEMENT  
OF LIMITED PARTNERSHIP  
OF  
BIRCH ISLAND APARTMENTS LIMITED PARTNERSHIP**

**March 12, 2019**

Birch Island Apartments Limited Partnership (the "Partnership") was formed pursuant to the laws of the Commonwealth of Virginia. The original Certificate of Limited Partnership was filed with the State Corporation Commission (the "Filing Office") on February 25, 2016. Reference is hereby made to that certain Agreement of Limited Partnership of the Partnership dated as of February 25, 2016 (the "Partnership Agreement"). The undersigned, being all the Partners of the Partnership, now wish to amend the Partnership Agreement in order to confirm the withdrawal of Telamon Corporation, a North Carolina non-profit corporation, as general partner of the Partnership (the "Withdrawn General Partner"), and the admission of Petersburg Community Development Corporation, Inc., a Virginia non-profit corporation (the "Admitted General Partner"), as new general partner of the Partnership. Accordingly, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned hereby agree as follows:

1. Capitalized terms used that are not defined herein shall have the meanings ascribed to them in the Partnership Agreement, as amended to date.
2. The Withdrawn General Partner hereby confirms that it has withdrawn from the Partnership as a General Partner and acknowledges that, as of March 12, 2019, the date of such withdrawal, it no longer has any interest in, or rights or claims against, the Partnership in its capacity as a partner of the Partnership or otherwise.
3. The Admitted General Partner hereby acknowledges that it was admitted as a general partner of the Partnership in substitution of the Withdrawn General Partner as of March 12, 2019. The Admitted General Partner agrees to be bound by, and accepts the terms of, the Partnership Agreement, as amended to date (including, without limitation, all the obligations of the General Partner(s) set forth therein).
4. The address of the Admitted General Partner as the new general partner shall be 511 Spring Street, Vienna, Virginia 22180.
5. The Partnership's registered agent for service of process is hereby changed to COGENCYGLOBAL, Inc., 250 Browns Hill Court, Midlothian, VA 23114.
6. AS Squared, LLC shall be the Partnership Representative of the Partnership.
7. Upon the Execution of this Amendment, the Admitted General Partner, as a General Partner of the Partnership, shall take all actions necessary under the Act in connection with

this Amendment, including any filings with the Filing Office which it deems necessary or appropriate in connection herewith.

8. Section IV of the Partnership Agreement is hereby deleted in its entirety and replaced with the following:

<u>General Partner</u>	<u>Percentage of Ownership</u>
AS Squared, LLC 1375 Piccard Drive, Suite 150 Rockville, MD 20850	4.5%
Petersburg Community Development Corporation, Inc. 200 South 10 <sup>th</sup> Street, Suite 1600 Richmond, VA 23219	0.5%
<u>Limited Partner</u>	
AS Squared, LLC 1375 Piccard Drive, Suite 150 Rockville, MD 20850	95%

9. This Amendment may be executed in several counterparts, and as so executed shall constitute one agreement, binding on all the parties hereto. Any counterpart of the Amendment which has attached to it separate signature pages which together contain the signatures of all parties hereto, or as executed by an attorney in fact on behalf of some or all of the parties hereto, shall for all purposes be deemed a fully executed instrument.

Except as hereby amended, the Partnership Agreement, as amended to date is hereby ratified and confirmed.

IN WITNESS WHEREOF, the parties have executed this agreement, on the date first set forth above and affirm the truth of the statements contained herein under penalties of perjury.

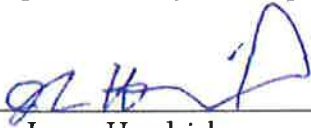
**WITHDRAWN GENERAL PARTNER**

Telamon Corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_


**ADMITTED GENERAL PARTNER**

Petersburg Community Development Corporation,  
Inc.

By:  \_\_\_\_\_  
Name: James Hendricks  
Title: President

**GENERAL PARTNER**

AS Squared, LLC

By:  \_\_\_\_\_  
Adam J. Stockmaster  
Manager

**LIMITED PARTNER**

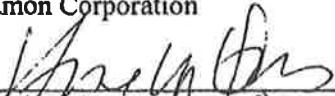
AS Squared, LLC

By:  \_\_\_\_\_  
Adam J. Stockmaster  
Manager

IN WITNESS WHEREOF, the parties have executed this agreement, on the date first set forth above and affirm the truth of the statements contained herein under penalties of perjury.

**WITHDRAWN GENERAL PARTNER**

Telamon Corporation

By:   
Name: Suzanne D'Amico  
Title: Executive Director


**ADMITTED GENERAL PARTNER**

Petersburg Community Development Corporation,  
Inc.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_


**GENERAL PARTNER**

AS Squared, LLC

By:   
Adam J. Stockmaster  
Manager

**LIMITED PARTNER**

AS Squared, LLC

By:   
Adam J. Stockmaster  
Manager

**Schedule A**

**General Partner**

**Percentage of Ownership**

AS Squared, LLC  
1375 Piccard Drive, Suite 150  
Rockville, MD 20850

4.5%

Petersburg Community Development Corporation, Inc.  
200 South 10<sup>th</sup> Street, Suite 1600  
Richmond, VA 23219

0.5%

**Limited Partners**

AS Squared, LLC  
1375 Piccard Drive, Suite 150  
Rockville, MD 20850

95 %



AGREEMENT OF LIMITED PARTNERSHIP OF  
Birch Island Apartments Limited Partnership

The parties hereto hereby form a limited partnership (the "Partnership") under Title 50, Chapter 2.1 of the Code of Virginia 1950, as amended (the "Act"), for the purposes herein set forth, and by executing this Agreement of Limited Partnership (this "Agreement"), the parties do hereby certify as follows:

I. **Name.** The name of the Partnership is Birch Island Apartments Limited Partnership

II. **Business.** The business of the Partnership is to acquire, construct, develop, rehabilitate, redevelop, improve, invest in, hold, lease, maintain, operate, and otherwise deal with certain parcels of land located in the Wakefield, Sussex County, Virginia (the "Birch Island Apartments"). The Partnership shall not engage in any other business.

III. **Principal Office.** The address of the principal office of the Partnership, where records required to be maintained by Section 50-73.8 of the Act are to be kept, is at c/o TM Associates, Inc., 1375 Piccard Drive, Suite 150, Rockville, Maryland 20850. The registered agent of the Partnership for purposes of the Act is Ted Hussar, a resident of the Commonwealth of Virginia and a member of the Virginia State Bar. Mr. Hussar's business address is 7215 Poplar Street, Annandale, VA 22003. The sole duty of the registered agent is to forward to the Partnership any notice that is served on him as registered agent.

IV. **Partners.** The name and the business address of each of the General and Limited Partners, and the percentage of ownership in the Partnership by each such Partner, are as follows:

**General Partner:**

<u>Name</u>	<u>Address</u>	<u>Percentage of Ownership</u>
AS Squared, LLC	1375 Piccard Drive, Suite 150 Rockville, Maryland 20850	4.5%
Telamon Corporation	5560 Munford Road, Suite 201 Raleigh, North Carolina 27612	0.5%

**Limited Partner:**

<u>Name</u>	<u>Address</u>	<u>Percentage of Ownership</u>
AS Squared, LLC	1375 Piccard Drive, Suite 150 Rockville, MD 20850	95%

V. **Term, Dissolution and Winding Up.** The Partnership shall continue until December 31, 2071 except that the Partnership shall be dissolved, and its affairs wound up, prior to such date upon the happening of any of the following:

(1) The sale or other disposition of all or substantially all the assets of the Partnership, or

(2) The retirement (which term includes the death, dissolution, adjudication of insanity or incompetence, bankruptcy or withdrawal for any reason) of a General Partner, unless the remaining General Partners or Partner elect to continue the business of the Partnership pursuant to Paragraph XIII hereof, or

(3) The retirement of a General Partner if no General Partner remains, or

(4) The decision of all the General Partners to terminate the Partnership.

VI. **Capital Contributions - Capital Accounts.** Each Partner has made capital contributions to the Partnership. A capital account shall be maintained for each Partner and such account shall be adjusted for each Partner's share of all items of profit and loss and distributions and each Partner's contributions to the Partnership.

VII. **Additional Contributions.** No Limited Partner has agreed to make any additional capital contribution. Except to the extent required by law, no General Partner shall be required to make any additional capital contributions.

VIII. **Returns.** No time has been agreed upon for the return of the contributions of the Limited Partner.

IX. **Profits.** All profits, losses and distributions (including profits and proceeds from the sale or disposition of all or substantially all Partnership assets and all proceeds from a refinancing) shall be shared by the Partners in the ratio which the capital contributions of each Partner bear to the aggregate capital contributions of all the Partners. If the Partnership assets are distributed in kind to the Partners upon the dissolution and liquidation of the Partnership, the capital accounts of the Partners shall be adjusted to reflect their share of all unrecognized gains and losses and the assets shall be distributed based on the fair market value of such assets.

X. **Assignments.** In no event shall all or any part of a Limited Partner's interest in the Partnership be assigned or transferred to a minor or incompetent, and such attempted assignment shall be void and ineffectual and shall not bind the Partnership.

No Limited Partner shall have the right to substitute an assignee as a Limited Partner in its place. The General Partners shall, however, have the right to permit any such assignee to become a Substitute Limited Partner and any such permission by the General Partners shall be binding and conclusive without the consent or approval of any Limited Partners. Any such

Substitute Limited Partner shall, as a condition of receiving any interest in the Partnership property, agree to be bound by the terms of any financial agreements and other documents required in connection with applicable mortgage financing to the same extent and on the same terms as the other Limited Partners. Any such Substitute Limited Partner shall also execute, acknowledge and deliver an instrument to the General Partners signifying his agreement to be bound by all the provisions of this Agreement, as last amended, and shall accept such other terms as the General Partners in their exclusive discretion may determine as a condition to permitting such substitution.

In the event of the death or incapacity of a Limited Partner, his legal representatives shall have the same status as an assignee of the Limited Partner unless and until the General Partners shall permit such legal representatives to become a Substitute Limited Partner on the same terms and conditions as herein provided for assignees generally. The death of a Limited Partner shall not dissolve the Partnership.

An assignee of a Limited Partner who does not become a Substitute Limited Partner as provided above shall have the right to receive the same share of profits, losses and distributions of the Partnership to which the assigning Limited Partner would have been entitled if no such assignment had been made by such Limited Partner.

If any assignment of the interest of a Limited Partner shall be made, there shall be filed with the Partnership a duly executed and acknowledged counterpart of the instrument making such assignment, and such instrument must evidence the written acceptance of the assignee to all the terms and provisions of this Agreement and if such an instrument is not so filed, the Partnership need not recognize any such assignment for any purpose hereunder.

XI. **Additional Limited Partners.** The General Partners are authorized at any time and from time to time, to admit to the Partnership additional Limited Partners upon each such additional Limited Partner's making, or agreeing to make, such contributions to the capital of the Partnership as the General Partners shall determine.

XII. **Priorities.** No Limited Partner has any right of priority over any other Limited Partner, as to contributions or as to compensation by way of income.

XIII. **Continuation.** Upon the death, dissolution, incapacity, bankruptcy, or withdrawal from the Partnership of a General Partner, any remaining or surviving General Partner or Limited Partner may elect to continue the business of the Partnership.

XIV. **Demands for Property.** A Limited Partner has no right to demand and receive property in return for his capital contribution.

XV. **Additional Provisions.**

A. Management and control of the business and affairs of the Partnership shall be vested in AS Squared, LLC, a Virginia limited liability company (the "Company"), as

the general partner, and except as otherwise expressly provided herein, no Limited Partner shall have or exercise any rights in connection with the management of such business. The General Partners shall devote to the conduct of the business of the Partnership so much of their time as may be reasonably necessary to efficient operations, but they shall not be precluded from conducting other businesses as well, even if they compete with the Partnership.

B. The Company is specifically authorized to execute such documents as it deems necessary in connection with the acquisition, development and financing of Partnership property, including without limiting the generality hereof, any note, mortgage, loan and regulatory agreements and any other documents which may be required in connection with the acquisition of the Partnership property or the financing and development thereof; and the Company is specifically authorized to execute such documents as it deems necessary in connection with all documents and actions necessary to qualify for, and apply to the Virginia Housing Development Authority, a political subdivision of the Commonwealth of Virginia, for financing and an allocation of low income housing tax credits for the Project (as defined below) under Section 42 of the Internal Revenue Code of 1986, as amended.

C. The Partnership is hereby authorized to borrow, by a mortgage loan from any lender, whatever amounts may be required for the acquisition of the Property, the development thereon of improvements which may include, but need not be limited to, multi-family housing and any amenities relating thereto (the "Project"), and the operation of the Project. Any such mortgage loan shall provide that neither the Partnership nor any Partner shall have any personal liability for the repayment of all or any part of such mortgage loan after the completion of the Project.

D. Except as provided in Paragraph XV.C. hereof, the General Partners shall be bound by the terms of any mortgage note, mortgage, loan agreement and regulatory agreement and any other documents required in connection with the financing of the acquisition of the Property and the development of the Project thereon. Any incoming General Partner shall as a condition of receiving any interest in the Partnership property agree to be bound by the terms of such instruments and documents to the same extent and on the same terms as the other General Partners. Upon any dissolution of the Partnership, or any transfer of the Property subject to any applicable mortgage, no title or right to the possession and control of the Property and no right to collect the rents therefrom shall pass to any person or entity who is not, or does not become, bound by any regulatory or other agreement applicable to the Partnership or the Property in a manner satisfactory to the regulating agency or authority. In the event of any inconsistency between the provisions of this Agreement and any applicable regulatory agreement, the provisions of such regulatory agreement shall prevail.

E. Each General Partner and each Limited Partner (including a Substitute or additional Limited Partner or General Partner) hereby irrevocably constitutes, and empowers to act alone, the Company, as attorney-in-fact for such General Partner and such Limited Partner, with full power of substitution, with authority to execute, acknowledge and swear to all instruments, and file all documents, requisite to carrying out the intention and purpose of this Agreement, including, without limitation, all business certificates and necessary Certificates of

Limited Partnership and amendments thereto from time to time in accordance with all applicable laws. The foregoing appointment shall be deemed to be a power coupled with an interest in recognition of the fact that each of the Partners under this Agreement will be relying upon the power of the Company to act as contemplated by this Agreement in such filing and other action on behalf of the Partnership and the Partners. The foregoing power of attorney shall survive the assignment by any partner of the whole or any part of his or its interest hereunder or the retirement of any appointing General Partner.

[SIGNATURE PAGE FOLLOWS]

SIGNATURE PAGE TO AGREEMENT  
OF LIMITED PARTNERSHIP OF  
Birch Island Apartments Limited Partnership


IN WITNESS WHEREOF, the undersigned have subscribed to and acknowledged this Agreement of Limited Partnership as of the 15 day of February, 2016.

**GENERAL PARTNER:**

AS Squared, LLC,  
A Virginia Limited Liability Company

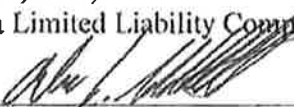
By:  (SEAL)  
Name: Adam J. Stockmaster  
Title: Manager

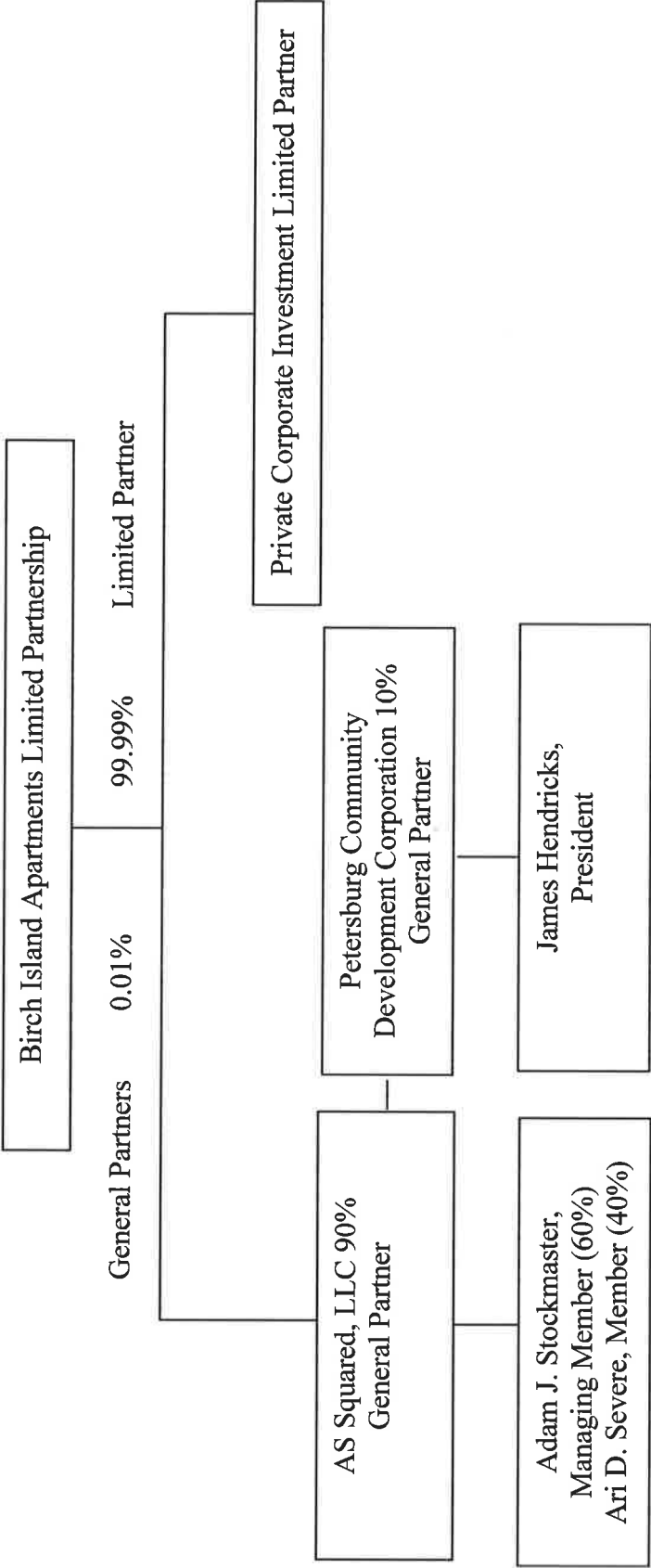
TELAMON CORPORATION,  
A North Carolina non-profit corporation

By:  (SEAL)  
Name: Suzanne Orozco  
Title: Executive Director

**LIMITED PARTNER:**

AS Squared, LLC,  
A Virginia Limited Liability Company

 (SEAL)  
Name: Adam J. Stockmaster  
Title: Manager





## Birch Island Apartments LP

### Development Services Agreement

This Development Services Agreement is made on March 13, 2019 by and between Birch Island Apartments LP, a Virginia limited partnership company (the "Company") and AS Squared Development LLC., a Virginia Limited Liability Company ("ASD") (together, the "Developer").

#### Recitals

1. The Company was formed to acquire, construct, develop, improve, maintain, own, operate, lease, dispose of and otherwise deal with an apartment project consisting of 48 dwelling units located in Wakefield, Virginia (the "Project").

2. The Project, following the Completion of Construction, is expected to constitute a "qualified low-income housing project" (as defined in Section 42(g)(1) of the Internal Revenue Code of 1986, as amended).

3. The Developer has provided and is obligated hereunder to continue to provide certain services with respect to the acquisition, development and construction of the Project.

4. In consideration for such services, the Company has agreed to pay to the Developer a fee in the amount set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

#### Section 1. Defined Terms

Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings specified below:

"Completion of Construction" means the date upon which (i) the Project shall have been completed, as evidenced by the issuance by the inspecting architect and by each governmental agency having jurisdiction, of certificates of substantial completion or occupancy (or local equivalents), if applicable, with respect to all dwelling units in the Project, and (ii) each such dwelling unit shall have been placed in service.

"State" means the Commonwealth of Virginia.

#### Section 2. Development Services

(a) The Developer has performed certain services related to the acquisition of the Project and shall supervise and be responsible for the development and construction of the Project, and shall perform the services and carry out the responsibilities with respect to the Project as are set forth herein, and such additional duties and responsibilities as are reasonably within the general scope of such services and

responsibilities and are designated from time to time by the Managing Members of the Company (the "Managing Members").

(b) The Developer's services shall be performed in the name and on behalf of the Company and shall consist of the duties set forth in the following subparagraphs of this Section 2(b) and as provided elsewhere in this Agreement; provided, however, that if the performance of any duty of the Developer set forth in this Agreement is beyond the reasonable control of the Developer, the Developer shall nonetheless be obligated to (i) use its best efforts to perform such duty and (ii) promptly notify the Company that the performance of such duty is beyond its reasonable control. The Developer has performed or shall perform the following:

(i) Negotiate and assist in the structuring of the acquisition of the site by the Company;

(ii) Negotiate and cause to be executed in the name and on behalf of the Operating Agreements for architectural, engineering, testing or consulting services for the Project, and any agreements for the construction of any improvements or tenant improvements to be constructed or installed by the Company or the furnishing of any supplies, materials, machinery or equipment therefor, or any amendments thereof, provided that no agreement shall be executed nor binding commitment made until the terms and conditions thereof and the party with whom the agreement is to be made shall have been approved by the Company;

(iii) Assist the Company in dealing with neighborhood groups, local organizations, abutters and other parties interested in the development of the Project;

(iv) Assist the Company in identifying sources of construction financing for the Project and negotiate the terms of such financing with lenders;

(v) Establish and implement appropriate administrative and financial controls for the design and construction of the Project, including but not limited to:

(A) coordination and administration of the Project architect, the general contractor, and other contractors, professionals and consultants employed in connection with the design of the Project;

(B) administration of any construction contracts on behalf of the Company;

(C) participation in conferences and the rendering of such advice and assistance as will aid in developing economical, efficient and desirable design and construction procedures;

(D) the rendering of advice and recommendations as to the selection procedures for, and selection of, subcontractors and suppliers;

(E) the review and submission to the Company for approval of all requests for payments under any architectural agreement, general contractor's agreement, or any loan agreements with any lending institutions providing funds for the benefit of the Company for the design or construction of any improvements;

(F) the submission of any suggestions or requests for changes which could in any reasonable manner improve the design, efficiency or cost of the Project;

(G) applying for and maintaining in full force and effect any and all governmental permits and approvals required for the lawful construction of the Project;

(H) compliance with all terms and conditions applicable to the Company or the Project contained in any governmental permit or approval required or obtained for the lawful construction of the Project, or in any insurance policy affecting or covering the Project, or in any surety bond obtained in connection with the Project;

(I) furnishing such consultation and advice relating to the construction and development of the Project as may be reasonably requested from time to time by the Company;

(J) keeping the Company fully informed on a regular basis of the progress of the design and construction of the Project, including the preparation of such reports as are provided for herein or as may reasonably be requested by the Company;

(K) giving or making the Company's instructions, requirements, approvals and payments provided for in the agreements with the Project architect, general contractor, and other contractors, professionals and consultants retained for the Project; and

(L) at the Company's expense, filing on behalf of, and as the attorney-in-fact for, the Company, any notices of completion required or permitted to be filed upon the completion of any improvement(s) and taking such actions as may be required to obtain any certificates of occupancy or equivalent documents required to permit the occupancy of dwelling units and other space in the Project, if applicable.

(vi) Assist the Company in obtaining access to utilities and required zoning approvals;

(vii) Inspect the progress of the course of construction of the Project, including verification of the materials and labor being furnished to and on such construction so as to be fully competent to approve or disapprove requests for payment made by the Project architect and the general contractor, or by any other parties with respect to the design and construction of the Project, and in addition to verify that the construction is being carried out substantially in accordance with the plans and specifications approved by the Company or, in the event that the same is not being so carried out, to promptly so notify the Company;

(viii) If requested to do so by the Company, perform on behalf of the Company all obligations of the Company with respect to the design and construction of the Project contained in any loan agreement or security agreement entered into in connection with any financing for the Project, or in any lease or rental agreement relating to space in the Project, or in any agreement entered into with any governmental body or agency relating to the terms and conditions of such construction, provided that copies of such agreements have been provided by the Company to the Developer or the Company has otherwise notified the Developer in writing of such obligations;

(ix) To the extent requested to do so by the Company, prepare and distribute to the Company a critical path schedule, and periodic updates thereto as necessary to reflect any material changes, but in any event not less frequently than quarterly, other design or construction cost estimates as required by the Company, and financial accounting reports, including monthly progress reports on the quality, progress and cost of construction and recommendations as to the drawing of funds from any loans arranged by the Company to cover the cost of design and construction of the Project;

(x) Assist the Company in obtaining and maintaining insurance coverage for the Project, the Company during the development phase of the Project, in accordance with an insurance schedule approved by the Company, which insurance shall include general public liability insurance covering claims for personal injury, including but not limited to bodily injury, or property damage, occurring in or upon the Property or the streets, passageways, curbs and vaults adjoining the Property. Such insurance shall be in a liability amount approved by the Company;

(xi) During the construction and development period of the Project, comply with all applicable present and future laws, ordinances, orders, rules, regulations and requirements (hereinafter called "laws") of all Federal, state and municipal governments, courts, departments, commissions, boards and offices, any national or local Board of Fire Underwriters or Insurance Services Offices having jurisdiction in the county in which the Project is located or any other body exercising functions similar to those of any of the foregoing, or any insurance carriers providing any insurance coverage for the Company or the Project, which may be applicable to the Project or any part thereof. Any such compliance undertaken by the Developer on behalf of and in the name of the Company, in accordance with the provisions of this Agreement, shall be at the Company's expense. The Developer shall likewise ensure that all agreements between the Company and independent contractors to comply with all such applicable laws;

(xii) Prepare, accumulate and furnish to the Managing Members and the appropriate governmental authorities, as necessary, data and information sufficient to identify the market value of improvements in place as of each real property tax lien date, and will make application for appropriate exclusions from the capital costs of the Project for purposes of real property ad valorem taxes;

(xiii) Coordinate and administer the design and construction of all interior tenant improvements to the extent required under any leases or other occupancy agreements to be constructed or furnished by the Company with respect to the initial leasing of space in the Project, whether involving building standard or non-building standard work;

(xiv) Use its best efforts to accomplish the timely completion of the Project in accordance with the approved plans and specifications and the time schedules for such completion approved by the Company;

(xv) At the direction of the Company, implement any decisions of the Company made in connection with the design, development and construction of the Project or any policies and procedures relating thereto, exclusive of leasing activities; and

(xvi) Perform and administer any and all other services and responsibilities of the Developer which are set forth in any other provisions of this Agreement, or which are requested to be performed by the Company and are within the general scope of the services described herein.

### Section 3. Limitations and Restrictions

Notwithstanding any provisions of this Agreement, the Developer shall not take any action, expend any sum, make any decision, give any consent, approval or authorization, or incur any obligation with respects to any of the following matters unless and until the same has been approved by the Managing Members:

(a) Approval of all construction and architectural contracts and all architectural plans, specifications and drawings prior to the construction and/or alteration of any improvements

contemplated thereby, except for such matters as may be expressly delegated in writing to the Developer by the Managing Members;

(b) Any proposed change in the work of the construction of the Project, or in the plans and specifications therefor as previously approved by the Managing Members, or in the cost thereof, or any change which would affect the design, cost, value or quality of the Project, except for such matters as may be expressly delegated in writing to the Developer by the Managing Members; or

(c) Expending an amount greater than the amount which the Developer in good faith believes to be the fair and reasonable market value at the time and place of contracting for any goods purchased or leased or services engaged on behalf of the Company or otherwise in connection with the Project.

Section 4. Accounts and Records.

(a) The Developer, on behalf of the Company, shall keep such books of account and other records as may be required and approved by the Managing Members, including, but not limited to, records relating to the costs for which construction advances have been requested and/or received. The Developer shall keep vouchers, statements, receipted bills and invoices and all other records, in the form approved by the Managing Members, covering all collections, if any, disbursements and other data in connection with the Project prior to final completion of construction. All accounts and records relating to the Project, including all correspondence, shall be surrendered to the Company upon demand without charge therefor.

(b) All books and records prepared or maintained by the Developer shall be kept and maintained at all times at the place or places approved by the Managing Members, and shall be available for and subject to audit, inspection and copying by the management agent for the Project, the Managing Members or any representative or auditor therefor or supervisory or regulatory authority, at the times and in the manner set forth in the Amended and Restated Agreement of Operating Agreement of the Company dated as of the date hereof (the "Operating Agreement").

Section 5. Accrual of Development Fee

For its services in connection with the development of the Project and the supervision of the construction of the Project, the Developer shall earn and become entitled to a fee as set forth below (the "Development Fee").

The Development Fee shall be in the amount of \$700,000 in the aggregate and shall be deemed to have been earned pro rata as and when the dwelling units in the Project shall have been completed and are placed in service as evidenced by the issuance of an architect's certificate.

Section 6. Payment of Development Fee

The Development Fee shall be paid as nearly as practicable to the date earned utilizing the proceeds of the Capital Contribution payable under the Partnership Agreement, Partnership cash flow and sale or refinancing proceeds, and any other sources available to the Partnership. In no event shall any portion of the Development Fee be paid later than December 31, 2034, at which date the Developer shall have the right to payment as a fully recourse obligation of the Partnership and the General Partner.

Section 7. Applicable Law

This Agreement, and the application or interpretation hereof, shall be governed by and construed in accordance with the laws of the State.

Section 8. Binding Agreement

This Agreement shall be binding on the parties hereto, their heirs, executors, personal representatives, successors and assigns and supersedes any prior agreement for the development of the Project between the parties.

Section 9. Assignment

Developer shall not assign its obligations hereunder, in whole or in part, without the prior written consent of the Company. Developer may, in its discretion, enter into agreements with third parties with respect to the performance of the services to be provided by the Developer hereunder so long as Developer remains primarily liable for the performance of such services. No such agreement nor any permitted assignment hereunder shall relieve Developer of any of its obligations hereunder or under applicable law.

Section 10. Headings

All section headings in this Agreement are for convenience of reference only and are not intended to qualify the meaning of any section.

Section 11. Terminology

All personal pronouns used in this Agreement, whether used in the masculine, feminine or neuter gender, shall include all other genders, the singular shall include the plural, and vice versa as the context may require.

Section 12. Benefit of Agreement

The obligations and undertakings of the Developer set forth in this Agreement are made for the benefit of the Company and its members and shall not inure to the benefit of any creditor of the Company other than a Member, notwithstanding any pledge or assignment by the Company of this Agreement or any rights hereunder.

[end of page]

IN WITNESS WHEREOF, the parties have caused this Development Services Agreement to be duly executed on the date first written above.

COMPANY

BIRCH ISLAND APARTMENTS LP

By: AS Squared, LLC, a Virginia limited liability company, it's General Partner

DEVELOPER

AS SQUARED LLC., a VIRGINIA LLC

By: \_\_\_\_\_  
Adam J. Stockmaster, Manager

By: \_\_\_\_\_  
Adam J. Stockmaster, Manager



**B**

Virginia State Corporation  
Commission Certification  
(MANDATORY)

# Commonwealth of Virginia



## STATE CORPORATION COMMISSION

*Richmond, February 25, 2016*

*This is to certify that the certificate of limited partnership of*

### **Birch Island Apartments Limited Partnership**

*was this day admitted to record in this office and that the said limited partnership is authorized to transact its business subject to all Virginia laws applicable to the limited partnership and its business.*

*State Corporation Commission*

*Attest:*

*Joel H. Beck*  
Clerk of the Commission





C

Principal's Previous  
Participation Certification  
(MANDATORY)



## Previous Participation Certification

Development Name:

Birch Island Apartments

Name of Applicant (entity):

Birch Island Apartments Limited Partnership

I hereby certify that:

1. All the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and any statements attached to this certification.
2. During any time that any of the participants were principals in any multifamily rental property, no property has been foreclosed upon, in default or assigned to the mortgage insurer (governmental or private); nor has mortgage relief by the mortgagee been given;
3. During any time that any of the participants were principals in any multifamily rental property, there has not been any breach by the owner of any agreements relating to the construction or rehabilitation, use, operation, management or disposition of the property, including removal from a partnership;
4. That at no time have any principals listed in this certification been required to turn in a property to the investor or have been removed from a multifamily rental property ownership structure;
5. That to the best of my knowledge, there are no unresolved findings raised as a result of state or federal audits, management reviews or other governmental investigations concerning any multifamily rental property in which any of the participants were principals;
6. During any time that any of the participants were principals in any multifamily rental property, there has not been a suspension or termination of payments under any state or federal assistance contract for the property;
7. None of the participants has been convicted of a felony and is not presently, to my knowledge, the subject of a complaint or indictment charging a felony. A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a state and punishable by imprisonment of two years or less;
8. None of the participants has been suspended, debarred or otherwise restricted by any federal or state governmental entity from doing business with such governmental entity; and

**Previous Participation Certification, cont'd**

9. None of the participants has defaulted on an obligation covered by a surety or performance bond and has not been the subject of a claim under an employee fidelity bond.
10. None of the participants is a Virginia Housing Development Authority (VHDA) employee or a member of the immediate household of any of its employees.
11. None of the participants is participating in the ownership of a multifamily rental housing property as of this date on which construction has stopped for a period in excess of 20 days or, in the case of a multifamily rental housing property assisted by any federal or state governmental entity, which has been substantially completed for more than 90 days but for which requisite documents for closing, such as the final cost certification, have not been filed with such governmental entity.
12. None of the participants has been found by any federal or state governmental entity or court to be in noncompliance with any applicable civil rights, equal employment opportunity or fair housing laws or regulations.
13. None of the participants was a principal in any multifamily rental property which has been found by any federal or state governmental entity or court to have failed to comply with Section 42 of the Internal Revenue Code of 1986, as amended, during the period of time in which the participant was a principal in such property. This does not refer to corrected 8823's.
14. None of the participants is currently named as a defendant in a civil lawsuit arising out of their ownership or other participation in a multi-family housing development where the amount of damages sought by plaintiffs (i.e., the ad damnum clause) exceeds One Million Dollars (\$1,000,000).
15. None of the participants has pursued a Qualified Contract or planned foreclosure in Virginia after January 1, 2019.

Statements above (if any) to which I cannot certify have been deleted by striking through the words. In the case of any such deletion, I have attached a true and accurate statement to explain the relevant facts and circumstances.

Failure to disclose information about properties which have been found to be out of compliance or any material misrepresentations are grounds for rejection of an application and prohibition against future applications.

Signature

  
**Adam J. Stockmaster**

Printed Name

**February 27, 2019**

Date (no more than 30 days prior to submission of the Application)

D

# List of LIHTC Developments

(Schedule A)  
**(MANDATORY)**

# List of LIHTC Developments (Schedule A)



Development Name: Birch Island Apartments

Name of Applicant: Birch Island Apartments LP

**INSTRUCTIONS:**

- 1 **A Schedule A is required for every individual that makes up the GP or Managing Member** - does not apply to principals of publicly traded corporations.
- 2 For each property for which an uncorrected 8823 has been issued, provide a detailed explanation of the nature of the non-compliance, as well as a status statement.
- 3 List only tax credit development experience since 2003 (i.e. for the past 15 years)
- 4 Use separate pages as needed, for each principal.

Adam Stockmaster

**Controlling GP (CGP) or 'Named' Managing Member of Proposed property?\*** Y  
Y or N

**Principal's Name:**

	Development Name/Location	Name of Ownership Entity and Phone Number	CGP or 'Named' Managing Member at the time of dev.? (Y/N)*	Total Dev. Units	Total Low Income Units	Placed in Service Date	8609(s) Issue Date	Uncorrected 8823's? (Y/N) Explain "Y"
1	Meadowbrook Heights Culpeper, VA	Meadowbrook Heights LP (240)428-7799	AS Squared, LLC Y	42	42	2010	2010	N
2	Chuckatuck Square Suffolk, VA	Chuckatuck I LP (240)428-7799	AS Squared, LLC Y	42	42	2003	2009	N
3	Newport Village Franklin, VA	Newport Village LP (240)428-7799	AS Squared, LLC Y	48	48	2009	2009	N
4	Pine Street Village II Wakefield, VA	Birch Island II LP (240)428-7799	AS Squared, LLC Y	16	16	2009	2010	N
5	Stephens Village Stephens City, VA	Stephens Village I LP (240)428-7799	AS Squared, LLC Y	46	46	2009	2010	N
6	Chelyan Village Cabin Creek, WV	Chelyan LP (240)428-7799	Adam J. Stockmaster Y	48	48	2010	2010	N
7	Indian Creek Kilmarnock, VA	New Indian Creek LP (240)428-7799	AS Squared, LLC Y	20	20	2010	2010	N
8	Burnt Ordinary Village Toano, VA	Burnt Ordinary Village LP (240)428-7799	AS Squared, LLC Y	22	22	2012	2012	N



## List of LIHTC Developments (Schedule A)

9	Meadow Run Apartments Gordonsville, VA	Meadow Run Apartments LP (240)428-7799	AS Squared, LLC Y	43	43	2012	2012	N
10	Amherst Village Amherst, VA	Amherst Village LP (240)428-7799	AS Squared, LLC Y	48	48	2012	2012	N
11	Cricket Hill Mathews, VA	Cricket Hill LP (240)428-7799	AS Squared, LLC Y	30	30	2013	2013	N
12	Pine Ridge Louisa, VA	Pine Ridge Apartments I LP (240)428-7799	AS Squared, LLC Y	27	27	2014	2015	N
13	Surry Village II Apartments Spring Grove, VA	New Surry Village II LP (240)428-7799	AS Squared, LLC Y	32	32	2015	2016	N
14	Country Green Apartments South Boston, VA	Country Green I LP (240)428-7799	AS Squared, LLC Y	44	44	2015	2017	N
15	Windemere Apartments Lexington, VA	Windemere Apartments LP (240)428-7799	AS Squared, LLC Y	38	38	2016	2017	N
16	Warrenton Manor Apts Warrenton, VA	Warrenton Manor Elderly LP (240)428-7799	AS Squared, LLC Y	68	68	2016	2017	N
17	Weaver Manor Apts Emporia, VA	Weaver Manor I LP (240)428-7799	AS Squared, LLC Y	42	42	2017	2018	N
18	Crewe Village Apts Crewe, VA	Crewe Village LP (240)428-7799	AS Squared, LLC Y	40	40	2018	TBD	N
19	Chestertown Cove Apts Chestertown, MD	Chestertown Cove Preservation LP (240)428-7799	AS Squared, LLC Y	34	34	2017	2019	N
20	Stevens Woods II Apts Courtland, VA	Stevens Woods II Apts LP (240)428-7799	AS Squared, LLC Y	24	24	TBD	TBD	N
21	Birchwood I Apts Brambleton, VA	Birchwood Apts LLC (240)428-7799	AS Squared, LLC Y	56	56	2019	TBD	N
22	Birchwood II Apts Brambleton, VA	Birchwood II, LLC (240)428-7799	AS Squared, LLC Y	27	27	2019	TBD	N
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ADD ADDITIONAL PROPERTIES USING NEXT TAB

## List of LIHTC Developments (Schedule A)

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\* Must have the ability to bind the LIHTC entity; document with partnership/operating agreements and one 8609 (per entity/development) for a total of 6.

**1st PAGE**  
**TOTAL:**      837      837

**LIHTC as % of**  
**100%    Total Units**

## Resume of Housing Experience AS Squared, LLC

Managing Member: Adam J. Stockmaster

### Education & Training:

- Adam is a graduate of American University with a Bachelors Degree in Finance and a Minor in Economics.
- He has earned the Star Certification in USDA-Rural Development training and has attended numerous workshops and seminars on the Federal Low-Income Housing Tax Credit program

Mr. Stockmaster is the Executive Vice President of T.M. Associates, Inc. Adam has more than twenty years of experience in the real estate industry. In his twenty years with T.M. Associates, Inc., Adam has been successful in receiving over 80 awards of LIHTC financing from many State Housing Finance Agencies for properties located in Maryland, New York, Pennsylvania, Virginia, West Virginia and North Carolina

Member: Ari D. Severe

### Education & Training:

- Ari is a graduate of the University of Maryland with a Bachelors Degree in Accounting.
- He is a Certified Public Accountant and has attended numerous workshops and seminars on the Federal Low-Income Housing Tax Credit program

Ari has more than seventeen years of experience in the real estate industry. Mr. Severe is the Executive Vice President, Finance for T.M. Associates, Inc.

# List of LIHTC Developments (Schedule A)



Development Name: Birch Island Apartments

Name of Applicant: Birch Island Apartments LP

**INSTRUCTIONS:**

- 1 **A Schedule A is required for every individual that makes up the GP or Managing Member** - does not apply to principals of publicly traded corporations.
- 2 For each property for which an uncorrected 8823 has been issued, provide a detailed explanation of the nature of the non-compliance, as well as a status statement.
- 3 List only tax credit development experience since 2003 (i.e. for the past 15 years)
- 4 Use separate pages as needed, for each principal.

Principal's Name: Ari Severe Controlling GP (CGP) or 'Named' Managing Member of Proposed property? Y  
Y or N

	Development Name/Location	Name of Ownership Entity and Phone Number	CGP or 'Named' Managing Member at the time of dev. (Y/N)*	Total Dev. Units	Total Low Income Units	Placed in Service Date	8609(s) Issue Date	Uncorrected 8823's? (Y/N) Explain "Y"
1	Meadowbrook Heights Culpeper, VA	Meadowbrook Heights LP (240)428-7799	AS Squared, LLC Y	42	42	2010	2010	N
2	Chuckatuck Square Suffolk, VA	Chuckatuck I LP (240)428-7799	AS Squared, LLC Y	42	42	2003	2009	N
3	Newport Village Franklin, VA	Newport Village LP (240)428-7799	AS Squared, LLC Y	48	48	2009	2009	N
4	Pine Street Village II Wakefield, VA	Birch Island II LP (240)428-7799	AS Squared, LLC Y	16	16	2009	2010	N
5	Stephens Village Stephens City, VA	Stephens Village I LP (240)428-7799	AS Squared, LLC Y	46	46	2009	2010	N
6	Indian Creek Kilmarnock, VA	New Indian Creek LP (240)428-7799	AS Squared, LLC Y	20	20	2010	2010	N
7	Burnt Ordinary Village Toano, VA	Burnt Ordinary Village LP (240)428-7799	AS Squared, LLC Y	22	22	2012	2012	N
8	Meadow Run Apartments Gordonsville, VA	Meadow Run Apartments LP (240)428-7799	AS Squared, LLC Y	43	43	2012	2012	N

## List of LIHTC Developments (Schedule A)

9	Amherst Village Amherst, VA	Amherst Village LP (240)428-7799	AS Squared, LLC Y	48	48	2012	2012	N
10	Cricket Hill Mathews, VA	Cricket Hill LP (240)428-7799	AS Squared, LLC Y	30	30	2013	2013	N
11	Pine Ridge Louisa, VA	Pine Ridge Apartments I LP (240)428-7799	AS Squared, LLC Y	27	27	2014	2015	N
12	Surry Village II Apartments Spring Grove, VA	New Surry Village II LP (240)428-7799	AS Squared, LLC Y	32	32	2015	2016	N
13	Country Green Apartments South Boston, VA	Country Green I LP (240)428-7799	AS Squared, LLC Y	44	44	2015	2017	N
14	Windemere Apartments Lexington, VA	Windemere Apartments LP (240)428-7799	AS Squared, LLC Y	38	38	2016	2017	N
15	Warrenton Manor Apts Warrenton, VA	Warrenton Manor Elderly LP (240)428-7799	AS Squared, LLC Y	68	68	2016	2017	N
16	Weaver Manor Apts Emporia, VA	Weaver Manor I LP (240)428-7799	AS Squared, LLC Y	42	42	2017	2018	N
17	Crewe Village Apts Crewe, VA	Crewe Village LP (240)428-7799	AS Squared, LLC Y	40	40	2018	TBD	N
18	Chestertown Cove Apts Chestertown, MD	Chestertown Cove Preservation LP (240)428-7799	AS Squared, LLC Y	34	34	2017	2019	N
19	Stevens Woods II Apts Courtland, VA	Stevens Woods II Apts LP (240)428-7799	AS Squared, LLC Y	24	24	TBD	TBD	N
20	Birchwood I Apts Brambleton, VA	Birchwood Apts LLC (240)428-7799	AS Squared, LLC Y	83	83	2019	TBD	N
21	Birchwood II Apts Brambleton, VA	Birchwood II, LLC (240)428-7799	AS Squared, LLC Y	27	27	2019	TBD	N
22	Alpine Village Apts Terra Alta, WV	Alpine Village Apts LP (240)428-7799	AS Squared, LLC N	44	44	2018	TBD	N
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ADD ADDITIONAL PROPERTIES USING NEXT TAB

## List of LIHTC Developments (Schedule A)

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\* Must have the ability to bind the LIHTC entity; document with partnership/operating agreements and one 8609 (per entity/development) for a total of 6.

**1st PAGE**  
**TOTAL:**      860      860

**LIHTC as % of**  
**100% Total Units**

## Resume of Housing Experience AS Squared, LLC

Managing Member: Adam J. Stockmaster

### Education & Training:

- Adam is a graduate of American University with a Bachelors Degree in Finance and a Minor in Economics.
- He has earned the Star Certification in USDA-Rural Development training and has attended numerous workshops and seminars on the Federal Low-Income Housing Tax Credit program

Mr. Stockmaster is the Executive Vice President of T.M. Associates, Inc. Adam has more than twenty years of experience in the real estate industry. In his twenty years with T.M. Associates, Inc., Adam has been successful in receiving over 80 awards of LIHTC financing from many State Housing Finance Agencies for properties located in Maryland, New York, Pennsylvania, Virginia, West Virginia and North Carolina

Member: Ari D. Severe

### Education & Training:

- Ari is a graduate of the University of Maryland with a Bachelors Degree in Accounting.
- He is a Certified Public Accountant and has attended numerous workshops and seminars on the Federal Low-Income Housing Tax Credit program

Ari has more than seventeen years of experience in the real estate industry. Mr. Severe is the Executive Vice President, Finance for T.M. Associates, Inc.

# List of LIHTC Developments (Schedule A)



Development Name: Birch Island Apartments  
 Name of Applicant: Birch Island Apartments Limited Partnership

**INSTRUCTIONS:**

- 1 A Schedule A is required for **every individual that makes up the GP or Managing Member** - does not apply to principals of publicly traded corporations.
- 2 For each property for which an **uncorrected** 8823 has been issued, provide a detailed explanation of the nature of the non-compliance, as well as a status statement.
- 3 List only tax credit development experience since 2003 (i.e. for the past 15 years)
- 4 Use separate pages as needed, for each principal.

Petersburg Community Development Corporation Inc \_\_\_\_\_ Controlling GP (CGP) or 'Named' Managing Member of Proposed property? N  
 Principal's Name: \_\_\_\_\_ Y or N

	Development Name/Location	Name of Ownership Entity and Phone Number	CGP or 'Named' Managing Member at the time of dev.? (Y/N)*	Total Dev. Units	Total Low Income Units	Placed in Service Date	8609(s) Issue Date	Uncorrected 8823's? (Y/N) Explain "Y"
1	Surry Village	Surry Village I LP 804-420-6458	Y (100% GP)	48	48	2007	2008	N
2	Henry Williams Townhomes	Owens Court LP 804-420-6458	N (99% GP)	42	42	2012	2013	N
3	American Tobacco Lofts	American Tobacco Holdings LLC 804-420-6458	N (10% GP)	134	134	2018	2018	N
4	Petersburg Artist Space	110 South Perry LLC 804-420-6458	N (10% GP)	226	226	TBD	TBD	N
5	School House/Springford	Spring School Preservation LP 804-420-6458	N (40% GP)	69	69	TBD	TBD	N
6	Pinecrest Apartments	Pinecrest Preservation LLC 804-420-6458	N (10% GP)	64	64	TBD	TBD	N
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\* Must have the ability to bind the LIHTC entity; document with partnership/operating agreements and one 8609 (per entity/development) for a total of 6.

1st PAGE  
 TOTAL: 583 583 LIHTC as % of Total Units 100%

ADD ADDITIONAL PROPERTIES USING NEXT TAB



PCDC Ownership List

Property	Property Info	Ownership	ROFR
Woodstock Village Phase I	46 Unit RD in Woodstock, VA	10% of GP Interest (0.5%)	No
110 South Perry LLC	226 Unit LIHTC in Petersburg, VA	10% of GP Interest (0.001%)	Yes
Surry Village Phase I	48 Unit RD/LIHTC, in Spring Grove, VA	100% of GP Interest (0.01%)	Yes
Brandy Spring	40 Unit RD in Mercer, PA, Conifer	80.228% LP Interest	No
Creekside	30 Unit RD in Leechburg, PA, Conifer	84% LP Interest	No
Wright Village	24 Unit RD in Sandy Lake, PA, Conifer	84% LP Interest	No
Independence Apartments	28 Unit RD in Mt. Pleasant, PA, Conifer	74.1% LP Interest	No
Lake Street	32 Unit RD/LIHTC in Girard, PA, Conifer	84% LP Interest	No
Parkview Apartments	24 Unit RD in Brockway, PA, Conifer	74.1% LP Interest	No
Scottdale Plaza	22 Unit RD in Scottdale, PA, Conifer	84% LP Interest	No
Washington Street	30 Unit RD in Conneautville, PA, Conifer	80.339% LP Interest	No
Henry Williams	42 Unit LIHTC in Petersburg, VA	51% of GP Interest (0.0051%)	Yes
School House/Springford	69 Unit RD/LIHTC in Port Deposit & Elkton, MD	40% of GP Interest (0.004%)	No
Pinecrest Apartments	64 Unit RD/LIHTC in Bedford, VA	10% of GP Interest (0.001%)	Yes
American Tobacco Lofts	134 Unit LIHTC in Richmond, VA	10% of GP Interest (0.001%)	Yes

**HISTORY  
OF  
PETERSBURG COMMUNITY DEVELOPMENT CORPORATION, INC. ("PCDC")**

PCDC is a Virginia non-profit corporation organized in November, 1989. Historically, its purposes included developing and owning housing that is affordable to low and moderate income individuals residing anywhere in the United States. PCDC is designated as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. PCDC's primary sources of funding since 2008 have been CDBG grants from the City of Petersburg (the "City" or "Petersburg"), The Cameron Foundation ("Cameron"), the Virginia Department of Housing and Community Development ("DHCD"), contract work performed for the City, and private donations.

In its early years, PCDC acquired single family residences through donation to PCDC and then proceeded to renovate the buildings using home improvement loans from local banks; the homes were sold to low and moderate-income persons. Most purchasers of the homes were first-time homeowners. In all, 19 single family houses were purchased and renovated by PCDC by 2004.

The second phase of PCDC's history began when PCDC was approached by the Petersburg Redevelopment and Housing Authority ("PRHA") in 2005 about having PCDC apply for certification as a CHDO through DHCD. PRHA was interested in sponsoring a non-profit corporation that could become certified as a CHDO for the purpose of developing affordable housing in the Petersburg, Virginia metropolitan area, and using HOME funds for staffing expenses and project-specific "hard costs." In order to be certified as a CHDO, PCDC had to reorganize as a non-member organization and restructure its Board of Directors. PCDC received that certification in September, 2007. The administration of the City of Petersburg has supported the activities of PCDC since its organization, and PCDC has received positive news coverage of its successes.

PRHA desired for PCDC to assume a leadership role in the Petersburg community by making affordable housing available to persons in need and who had been underserved by State, Federal and local agencies. Among the goals of PCDC has been to work with the City administration to map out a strategy for filling the void left by HUD's inability to fund the development of new housing and rehab aging housing stock.

The first major initiative in the "new era" was the development of single-family detached homes on Van Buren Street in Petersburg, across from the Cedar Lawn Townhouses. This development, known as "Van Buren Estates," was begun by constructing two model homes, both of which were sold in 2009. Due to differences between PCDC and PRHA regarding the target costs of affordable housing, PCDC assigned its development rights in Van Buren Estates to PRHA, and thereafter focused its efforts on other projects more in keeping with its mission.

PCDC's second major project was the Henry Williams Townhomes (formerly known as "Owens Court"), 42 townhomes for rent constructed on a Gillfield redevelopment site at the intersection of Lee Avenue and South South Street in Petersburg. The project development costs were over \$10 million. With funding by Cameron and with assistance by PCDC's co-development partner, T.M. Associates, PCDC was able to purchase the site from the City, obtain rezoning, the project was designed, a market study completed, a low-income housing tax credit ("LIHTC") application submitted to the Virginia Housing Development Authority ("VHDA"), and an Affordable Housing Production Program ("AHPP") application was submitted to DHCD. The Henry Williams project received a reservation of LIHTC from VHDA worth over \$6,836,000 when syndicated. Boston Capital purchased the LIHTC. The LIHTC application to VHDA for the Henry Williams Townhomes was ranked first in the Richmond region pool by VHDA in the 2010 round. This project also received an AHPP grant from DHCD in the amount of \$417,000 for a portion of the permanent mortgage and a \$50,000 grant for PCDC operating funds. Groundbreaking occurred in June, 2011 and the townhomes were completed in November, 2012. Today, occupancy remains near 100%.

PCDC has participated in the revitalization of the Halifax-Harding Revitalization Area containing approximately 900 homes, vacant lots and businesses generally in the vicinity of Halifax and Harding Streets in Petersburg (the "Halifax Project"). Non-profit organizations such as Better Housing Coalition, Restoration of Petersburg CDC, Virginia LISC and Triangle Center for Development, Inc. have collaborated with PCDC under the name of the "Halifax Partnership" to effect substantial changes in this targeted neighborhood.

PCDC's redevelopment activities in this targeted area are aligned with the City's Comprehensive Plan which states that "a complete redevelopment plan should be created" in the Halifax community. The Halifax Project was supported by City Council in 2010-2011 with a planning grant of \$25,000 for a study, and again in 2011-2012 with a grant of \$75,000 for preparation of a redevelopment plan. A draft Redevelopment Plan was presented to the City Planning Department and the PRHA Board in August, 2013, but no action was ever taken by City Council. While the Halifax Project has been declared to be one of the City's priorities for redevelopment, the lack of City capital improvement funds to upgrade infrastructure in that area has halted that Project.

During the summer of 2013, Petersburg City Councilman W. Howard Myers contacted PCDC about renovating the abandoned Virginia Avenue Elementary School as a community health and wellness center for the City. The City Administration supported the idea and issued an RFP for a feasibility study for the project. PCDC was selected in December, 2013 by a committee appointed by the City to perform this engagement, and work on the study began in January, 2014. The study was presented to City Council on June 17, 2014 and adopted on July 1, 2014. Subsequently, the City issued an RFP for a developer for this project, with a deadline for submission of proposals of November 12, 2014. PCDC submitted its proposal and was selected as the developer on November 24, 2014.

The redevelopment costs were to be covered largely by federal and state historic tax credits and grants from organizations supporting healthcare and wellness initiatives. The City

committed to lease approximately 40% of the space in the renovated building for its parks and recreation operations, and PCDC received expressions of interest from Bon Secours for a medical clinic and FeedMore for a food pantry in the renovated space. Community Health Alliance, a 501(c)(3) organization active in Richmond and Petersburg, was PCDC's administrative partner responsible for handling all funds and grant administration. Construction was to begin in late spring 2015 with a 12-month construction period, but the City reneged on its obligation to lease space as the anchor tenant and Community Health Alliance subsequently went out of business. As a result, PCDC had to abandon this project.

In the Summer of 2017, the PCDC Board decided to "reinvent" PCDC. The plan going forward would be for PCDC to hold (i) rights of first refusal and purchase options on LIHTC projects that would be exercisable after the end of the LIHTC tax credit compliance period, and (ii) minority equity interests in certain LIHTC projects. The entire PCDC Board resigned in January, 2018 and was replaced by James Hendricks, Scott Rabin and Eric Whisenhunt. Mr. Hendricks has served as the President of PCDC since that time. Today, PCDC owns equity interests in 15 affordable apartment projects and rights of first refusal in 5 such projects.

Alexander C. Graham, Jr.  
Williams Mullen  
January 1, 2019

E

Site Control  
Documentation & Most  
Recent Real Estate Tax  
Assessment  
(MANDATORY)

## AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT OF PURCHASE AND SALE is made this ~~2014~~ day of February 2019, by and between **BIRCH ISLAND LIMITED PARTNERSHIP**, a Virginia limited partnership, (hereinafter referred to as the "Seller") and **BIRCH ISLAND APARTMENTS LIMITED PARTNERSHIP**, a Virginia limited partnership, (hereinafter referred to as the "Buyer").

### WITNESSETH:

1. That for and in consideration of the Deposit of One Dollar (\$1.00) paid by Buyer to Seller, the receipt and sufficiency of which is hereby acknowledged, the Seller hereby agrees to sell to the Buyer, its successors and assigns, and the Buyer agrees to purchase from the Seller the real property in **Wakefield, Sussex County, Virginia**, which is known as **Birch Island Apartments**, together with all easements, rights, and appurtenances attached thereto and all improvements thereon (all of which is hereinafter referred to as the "Real Estate"), for a purchase price of **Two Hundred Fifty Thousand Dollars (\$250,000.00)** plus an assumption of a first mortgage lien in favor of Farmers Home Administration (the "Purchase Price").

2. The Seller hereby represents and warrants to the Buyer that its title to the Real Estate is good, merchantable and marketable fee simple title, free and clear of all liens and encumbrances, except the lien of a first mortgage to Farmers Home Administration and any easements of record which do not adversely effect the use of the property for residential purposes.

3. Buyer will assume and agrees to pay all assessments becoming a lien after the date of the closing hereunder. The Seller shall not receive a credit for the real estate taxes assessed during the taxable year in which the Closing occurs.

4. In the event of any condemnation of the Real Estate or any part thereof prior to closing, Buyer may elect either to terminate this Agreement, or to purchase the remainder of the Real Estate with a pro rata reduction in the purchase price.

5. The closing of the purchase and sale of the Real Estate shall occur at the office of the closing attorney or Title Company designated by the Buyer on or before **July 31, 2020**. At closing, the Buyer shall pay the Purchase Price to the Seller.

6. At the closing, Seller shall execute, acknowledge and deliver to Buyer, or its nominee, successor, or assignee, a general warranty deed in form satisfactory and acceptable to Buyer's counsel, with full English Covenants of title, conveying the Real Estate to the Buyer, its nominee, successor or assignee, free and clear of all liens, encumbrances, title defects and exceptions and rights of others except the lien of a first mortgage to the Farmers Home Administration and any easements of record which do not adversely effect the use of the property for residential purposes. The cost of any

documentary, transfer and exercise taxes imposed upon the conveyance, other than the Grantor's Tax, shall be paid by the Buyer. The Seller shall pay the Grantor's Tax. Possession of the Real Estate shall be delivered to Buyer at closing in the same condition as it now is in, ordinary wear and tear only expected. In addition, the Seller shall deliver to the Buyer all cash in all accounts of the Seller, including the operating account, escrow accounts, reserve accounts and tenant security accounts. The Seller shall also deliver to the Buyer all records and files of the Seller relating to or in any way pertaining to the Real Estate and the apartment project situated thereon which are in the possession of or under the control of the Seller or the managing agent employed by the Seller.

7. This Agreement shall be binding upon and inure to the benefit of Buyer and Seller and their respective successors and assigns.

8. If the Seller fails to perform its obligations hereunder, Buyer shall be entitled to its remedies at law and to enforce this Agreement by an action for specific performance. If the Buyer fails to perform its obligations hereunder, the Seller shall retain the Deposit as its sole and exclusive remedy.

9. No delay, forbearance or neglect by the Buyer in the enforcement of any of the conditions of this Agreement or any of Buyer's rights or remedies hereunder shall constitute or be construed as a waiver thereof. No waiver of any of the conditions of this agreement by Buyer shall be effective unless expressly and affirmatively made and given by Buyer in writing.

10. Time is of the essence for the performance of each and every covenant contained herein.

11. This instrument contains and constitutes the entire agreement of the parties regarding the subject matter hereof, and there are no other agreements, written or oral between the parties affecting the subject matter hereof. No amendment of this agreement shall be effective unless it is in writing and signed by the parties hereto.

12. This agreement shall be interpreted and enforced according to the laws of the Commonwealth of Virginia.

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IN WITNESS WHEREOF, the parties have signed, sealed and delivered this Agreement of Purchase and Sale on the date first above written.

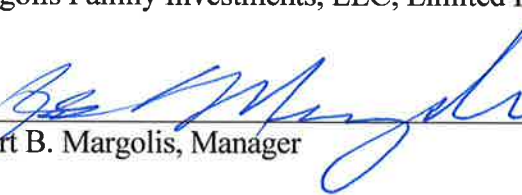
SELLER:

**BIRCH ISLAND LIMITED PARTNERSHIP**

By: MARG Rural, LLC, General Partner

By:  (Seal)  
Robert B. Margolis, Member

By: Margolis Family Investments, LLC, Limited Partner

By:  (Seal)  
Robert B. Margolis, Manager

PURCHASER:

**BIRCH ISLAND APARTMENTS LIMITED PARTNERSHIP**

By: AS Squared, LLC, General Partner

By:  (Seal)  
Adam J. Stockmaster, Managing Member



# Property Identification Card

Previous

**Property Address**      **Owner Name/Address**  
 10340 BIRCH ISLAND RD    BIRCH ISLAND LIMITED PARTNERSHIP  
                                  1375 PICCARD DR SUITE 150  
                                  ROCKVILLE MD 20850

**Map ID:** 61 4 ABC

**Acct No:** 7476-2

**Legal Description:** PT RUNNYMEDE W SIDE RT 31 DB169/310 PB20/49

**Plat Book/Page:** 16 / 152

**Deed Book/Page:** 104 / 730

**Occupancy:** COMMERCIAL

**Dwelling Type:** OFFICE

<b>Use/Class:</b> MULTI-FAM RESIDENTIAL	<b>Acreage:</b> 0.000	<b>Land Use:</b> 0
<b>Year Assessed:</b> 2018	<b>Year Built:</b> 1984	<b>Total Mineral:</b>
<b>Zoning:</b>	<b>Year Remodeled:</b>	<b>Total Land:</b> 0
<b>District:</b> 06 WAKEFIELD	<b>Year Effective:</b> 1984	<b>Total Improvements:</b> \$98,300
<b>MH/Type:</b>	<b>On Site Date:</b> 02/06/2017	<b>Total Value:</b> \$98,300
<b>Condition:</b> GOOD	<b>Review Date:</b>	

Commercial Valuation						
Cls	Grad	YEff	Description	Str/#	Size	Rate Pct Value
064M	C	1984	OFFICE	1.0	192	87.00 .36 10691
093M	C	1984	STORAGE ROOM	1.0	256	20.00 .36 3277
052M	C	1984	LAUNDROMAT	1.0	392	52.00 .36 13046
093M	C	1984	STORAGE ROOM	1.0	728	20.00 .36 9318
<b>Total Market Value</b>						36332

Other Improvements Valuation						
Desc	Length	Width	Size	Grade	Rate	FV/Pct Value
MISC IMP						40000
FENCE-CL						2000 :SRM 28
QOUNSET H						20000 +---16---
<b>Total Imp Value</b>						62000
<b>Total Property Value</b>						98300

Sec	Type	Str/Ht	Description	Area
OFF	OFFICE	1.0	N12E16S12W16	192
S RM	STORAGE R	1.0	N16E16S16W16	256
LAUN	LAUNDROMA	1.0	E14N28W14S28	392
S RM	STORAGE R	1.0	E26N28W26S28	728
<b>Total Square Feet</b>				

	Cur. Value	Prev. Value	%Inc.
Land			
Improvements	98300		
<b>Total</b>	<b>98300</b>		
<b>Average Price Per Acre</b>			
Sale Date/Amount	11/12/1999	1445532	



# Property Identification Card

Previous

**Property Address**      **Owner Name/Address**  
 10340 BIRCH ISLAND RD    BIRCH ISLAND LIMITED PARTNERSHIP  
                                  1375 PICCARD DR SUITE 150  
                                  ROCKVILLE MD 20850

Map ID: 61 4 ABC

Acct No: 7476-3

Legal Description: PT RUNNYMEDE W SIDE RT 31 DB169/310 PB20/49

Plat Book/Page: 16 / 152

Deed Book/Page: 104 / 730

Occupancy: COMMERCIAL

Dwelling Type: APARTMENT

Use/Class: MULTI-FAM RESIDENTIAL      Acreage: 0.000

Year Assessed: 2018      Year Built: 1984      Land Use: 0

Zoning:      Year Remodeled:      Total Mineral:

District: 06 WAKEFIELD      Year Effective: 1984      Total Land: 0

MH/Type:      On Site Date: 02/06/2017      Total Improvements: \$162,000

Condition: AVERAGE      Review Date:      Total Value: \$162,000

Improvement Description			
Exterior	Interior	Site	
EXTR-ALUM/VINYL	FLOR-VINYL	STREET-PAVED	
FNDT-SLAB	WALL-DRY WALL	TOPO-LEVEL	
RFMT-COMP SHGLS			
ROOF-GABLE			

Commercial Valuation								
Cls	Grad	YEff	Description	Str/#	Size	Rate	Pct	Value
002M	C	1984	APARTMENT	2.0	4900	58.00	.43	161994
Total Market Value								161994
Total Property Value								162000

Sec	Type	Str/Ht	Description	Area
A		2.0	N35E70S35W70N35 E70S35W70	4900
Total Square Feet				
-----				
		Cur. Value	Prev. Value	%Inc.
Land				
Improvements		162000		
Total		162000		
Average Price Per Acre				
Sale Date/Amount		11/12/1999	1445532	





# Property Identification Card

Previous

**Property Address**      **Owner Name/Address**  
 10340 BIRCH ISLAND RD    BIRCH ISLAND LIMITED PARTNERSHIP  
                                  1375 PICCARD DR SUITE 150  
                                  ROCKVILLE MD 20850

**Map ID:** 61 4 ABC

**Acct No:** 7476-6

**Legal Description:** PT RUNNYMEDE W SIDE RT 31 DB169/310 PB20/49

**Plat Book/Page:** 16 / 152

**Deed Book/Page:** 104 / 730

**Occupancy:** COMMERCIAL

**Dwelling Type:** APARTMENT

**Use/Class:** MULTI-FAM RESIDENTIAL      **Acreage:** 0.000

**Year Assessed:** 2018      **Year Built:** 1984      **Land Use:** 0

**Zoning:**      **Year Remodeled:**      **Total Mineral:**

**District:** 06 WAKEFIELD      **Year Effective:** 1984      **Total Land:** 0

**MH/Type:**      **On Site Date:** 02/06/2017      **Total Improvements:** \$207,300

**Condition:** AVERAGE      **Review Date:**      **Total Value:** \$207,300

Improvement Description		
Exterior	Interior	Site
EXTR-ALUM/VINYL	FLOR-VINYL	STREET-PAVED
FNMT-SLAB	FUEL-ELECTRIC	TOPO-LEVEL
RFMT-COMP SHGLS	WALL-DRY WALL	UTIL-ELECTRIC
ROOF-GABLE		

Commercial Valuation								
Cls	Grad	YEff	Description	Str/#	Size	Rate	Pct	Value
002M	C	1984	APARTMENT	2.0	6270	58.00	.43	207286
<b>Total Market Value</b>								207286
<b>Total Property Value</b>								207300

Sec	Type	Str/Ht	Description	Area
A		2.0	N33E95S33W95N33 E95S33W95	6270
<b>Total Square Feet</b>				
<b>Cur. Value</b>				
<b>Prev. Value</b>				
<b>%Inc.</b>				
<b>Land</b>				
<b>Improvements</b> 207300				
<b>Total</b> 207300				
<b>Average Price Per Acre</b>				
<b>Sale Date/Amount</b> 11/12/1999      1445532				



# Property Identification Card

Previous

**Property Address**      **Owner Name/Address**  
 10340 BIRCH ISLAND RD    BIRCH ISLAND LIMITED PARTNERSHIP  
                                  1375 PICCARD DR SUITE 150  
                                  ROCKVILLE MD 20850

**Map ID:** 61 4 ABC

**Acct No:** 7476-7

**Legal Description:** PT RUNNYMEDE W SIDE RT 31 DB169/310 PB20/49

**Plat Book/Page:** 16 / 152

**Deed Book/Page:** 104 / 730

**Occupancy:** COMMERCIAL

**Dwelling Type:** APARTMENT

**Use/Class:** MULTI-FAM RESIDENTIAL      **Acreage:** 0.000

**Year Assessed:** 2018      **Year Built:** 1984      **Land Use:** 0

**Zoning:**      **Year Remodeled:**      **Total Mineral:**

**District:** 06 WAKEFIELD      **Year Effective:** 1984      **Total Land:** 0

**MH/Type:**      **On Site Date:** 02/06/2017      **Total Improvements:** \$209,900

**Condition:** AVERAGE      **Review Date:**      **Total Value:** \$209,900

Improvement Description		
Exterior	Interior	Site
EXTR-ALUM/VINYL	FLOR-VINYL	STREET-PAVED
FNMT-SLAB	FUEL-ELECTRIC	TOPO-LEVEL
RFMT-COMP SHGLS	WALL-DRY WALL	UTIL-ELECTRIC
ROOF-GABLE		

Commercial Valuation									
Cls	Grad	YEff	Description	Str/#	Size	Rate	Pct	Value	
002M	C	1984	APARTMENT	2.0	6270	58.00	.43	207286	:
Total Market Value								207286	:
									33:
Other Improvements Valuation									
Desc	Length	Width	Size	Grade	Rate	FV/Pct	Value		
SHED							100	:	
SHED							2500	:A	
Total Imp Value								2600	:
									95:
Total Property Value								209900	

Sec	Type	Str/Ht	Description	Area
A		2.0	N33E95S33W95N33 E95S33W95	6270
<b>Total Square Feet</b>				
<hr/>				
		<b>Cur. Value</b>	<b>Prev. Value</b>	<b>%Inc.</b>
Land				
Improvements		209900		
Total		209900		
<b>Average Price Per Acre</b>				
Sale Date/Amount		11/12/1999	1445532	

F

Architect's Certification  
and Third-Party RESNET  
Rater Certification  
(MANDATORY)



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## INSTRUCTIONS FOR THE COMPLETION OF APPENDIX F ARCHITECT'S CERTIFICATION

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(This form must be included in the Application – Tab F)

**NOTE:** If the development includes any combination of **New Construction, Rehabilitation** or **Adaptive Reuse**, then separate Architect Certifications must be provided for each construction type.

The proper completion of this certification is critical to calculate the average unit square feet and net rentable square feet of each unit type, to document amenity items for which will be awarded, and to calculate certain elements of the efficient use of resources points.

If this certification is not completed correctly there may be loss of points or disqualification of the application to compete for tax credits. If this development receives an allocation of tax credits and items are not provided as indicated on this certification then VHDA may, at its sole option, require the payment by the Owner of an amount up to 10% of the Total Development Cost (as set forth in the Application) of the development as liquidated damages for such violation or the total loss of credits may result. Therefore, it is imperative that this certification reflect the true and accurate intent of what will be provided in return for an allocation of tax credits.

Each section of this certification contains instructions on how the information should be provided. For Unit Size Calculations, the Average Unit Square Feet and Net Rentable Square Feet should be listed to two (2) decimal places. The number of units indicated should be only the units for which rent will be collected. For Average Unit Square Feet calculations, the Total Square Feet should equal the Average Unit Square Feet multiplied by the Number of Units/Type. The total at the bottom of the Total Square Feet column should equal item (D) on the same page of the certification, or be within 1 digit due to rounding.

Accessibility certifications on page 6 are for tax credit point categories only and are not to be confused with minimum code requirements.



# Architect's Certification

Name of Development: Birch Island Apartments

Address of Development: 10322 Penny Lane, Wakefield, VA 23888

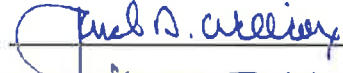
Name of Owner: Birch Island Apartments Limited Partnership

The architect signing this document is certifying that all unit and site amenities indicated in this certification are incorporated into the development plans and specifications, and that all products necessary to fulfill these representations are available for these purposes. The architect signing this document also certifies their understanding that both the excel application and the information in the architect certification must be the same and discrepancies between the excel application and architect's certification can result in penalties or even disqualification.

The individual who certifies this information must initial the pages where indicated, provide the personal information requested and sign on the last page. This certification should not be mailed separately to VHDA but returned to the developer for inclusion in the tax credit application.

**(Acknowledge and include this instruction sheet as part of the certification)**

Acknowledged:

  
 \_\_\_\_\_  
 Printed Name: JARED D. WILCOX

All developments seeking Virginia Low Income Housing Tax Credits are required to meet one of the following as certified by a RESNET Rater:

- New Construction - EnergyStar Certification  
The development's design meets the criteria for the EnergyStar certification.
- Rehabilitation -30% performance increase over existing, based on HERS Index  
Or Must evidence a HERS Index of 80 or better
- Adaptive Reuse - Must evidence a HERS Index of 95 or better.

Plans and Specifications: Required documentation for all properties (new construction, rehabilitation and adaptive reuse)

- 1 A location map with property(ies) clearly defined.
- 2 A site plan showing overall dimensions of main building(s), major site elements (e.g., parking lots and location of existing utilities, and water, sewer, electric, gas in the streets adjacent to the site). Contour lines and elevations are not required. For combination 4% and 9% properties, site plan must show all elements of both properties labeled so that the elements are distinguishable as to 4% and 9%.
- 3 Sketch plans of main building(s) reflecting overall dimensions of:
  - a. Typical floor plan(s) showing apartment types and placement
  - b. Ground floor plan(s) showing common areas;
  - c. Sketch floor plan(s) of typical dwelling unit(s);

A Unit by Unit write up is required for all Rehabilitation properties

**This certification includes two (2) separate calculations of square footage:**

- 1. Average Gross Unit Square Feet:** Measurements Include A Prorata Share of Heated Residential Common Area
- 2. Net Rentable Square Feet:** Measurements *Do Not* Include A Prorata Share of Any Common Area and Reflect All Floor Plans of Each Unit Type (1-BR, 2-BR, etc.) measured from the interior face of the unit perimeter walls

**1. Average Gross Unit Square Feet:** (These measurements impact the scoring of tax credit applications)

For purposes of determining the total residential heated square feet (D), the building(s) were measured from the outside face of exterior walls and the centerline of any party walls. All unheated spaces (B) and nonresidential, (income producing commercial spaces) (C) were subtracted from this measurement. Community rooms, laundry rooms, property management offices and apartments, heated maintenance facilities, and other common space designed to serve residential tenants were not deducted. Based on this procedure, I certify the following calculations in determining the usable heated square feet for the above referenced development:

41,426.00			(A) Total gross floor area in (sq. ft.) for the entire development
0.00	-		(B) Unheated floor area (breezeways, balconies, storage)
0.00	-		(C) Nonresidential, (commercial income producing) area
41,426.00	=		(D) Total residential heated area (sq. ft.) for the development

**INSTRUCTIONS FOR AVERAGE UNIT SQUARE FEET CALCULATIONS:**

Provide the average unit size for each bedroom type, (1 bedroom elderly, 2 bedroom garden, 3 bedroom townhouse, etc.) by adding the total square feet of all the same bedroom types (2 bedroom garden with 1 bath and 2 bedroom garden with 2 baths) and adding the prorated share of heated common residential space and divide by the total number of the same bedroom types (2 bedroom garden). Do not alter any items below.

Unit Types	Average Unit Sq. Ft.*	x	Number of Units/Type	=	Total Square Feet
Supportive Housing	0.00		0		0.00
1 Story/EFF-Elderly	0.00		0		0.00
1 Story/1 BR-Elderly	0.00		0		0.00
1 Story/2 BR-Elderly	0.00		0		0.00
Efficiency Elderly	0.00		0		0.00
1 Bedroom Elderly	0.00		0		0.00
2 Bedrooms Elderly	0.00		0		0.00
Efficiency Garden	0.00		0		0.00
1 Bedroom Garden	629.99		8		5,039.92
2 Bedrooms Garden	816.00		24		19,584.00
3 Bedrooms Garden	1,050.13		16		16,802.08
4 Bedrooms Garden	0.00		0		0.00
2+ Story 2 BR Townhouse	0.00		0		0.00
2+ Story 3 BR Townhouse	0.00		0		0.00
2+ Story 4 BR Townhouse	0.00		0		0.00
<b>Total</b>			<b>48</b>	<b>Total</b>	<b>41,426.00</b> **

\* Including pro rata share of heated, residential common area. This information should match Structure tab of the excel application

**2. Net Rentable Square Feet \***

For purposes of calculating Net Rentable Square Feet, the units were measured from the face of each unit perimeter wall. The values below therefore indicate the actual square footage of each unit floor plan. (For example, there may be 2 distinct 1-bedroom floor plans, 3 distinct 2-bedroom floor plans, etc. The purpose of this section of the Architect Certification is to document and certify the floor space attributable to residential rental units in the development.)

Percentage of Net Rentable Square Feet Deemed To Be **New Rental Space** 9.20%

	Unit Type	Floor Plan Square Feet	Number of Units This Floor Plan	Total
Mix 1	1 BR - 1 Bath	545	4	2180
Mix 2	1 BR - 1 Bath	575.14	4	2300.56
Mix 3	2 BR - 1 Bath	718.12	12	8617.44
Mix 4	2 BR - 1 Bath	748.62	12	8983.44
Mix 5	3 BR - 1 Bath	960.25	4	3841
Mix 6	3 BR - 1 Bath	1008.65	4	4034.6
Mix 7	3 BR - 1 Bath	892.72	3	2678.16
Mix 8	3 BR - 1 Bath	922.87	3	2768.61
Mix 9	3 BR - 1 Bath	927.99	1	927.99
Mix 10	3 BR - 1 Bath	958.06	1	958.06
Mix 11				0
Mix 12				0
Mix 13				0
Mix 14				0
Mix 15				0
Mix 16				0
Mix 17				0
Mix 18				0
Mix 19				0
Mix 20				0
Mix 21				0
Mix 22				0
Mix 23				0
Mix 24				0
Mix 25				0
Mix 26				0
Mix 27				0
Mix 28				0
Mix 29				0
Mix 30				0
Mix 31				0
Mix 32				0
Mix 33				0
Mix 34				0
Mix 35				0
Mix 36				0
Mix 37				0
Mix 38				0
Mix 39				0
Mix 40				0
Mix 41				0
Mix 42				0
Mix 43				0
Mix 44				0
Mix 45				0
Mix 46				0
Mix 47				0
Mix 48				0
Mix 49				0
Mix 50				0
<b>Totals</b>			<b>48</b>	<b>37289.86</b>

\*This information should match Unit Details page of the excel application

DEV Name: Birch Island Apartments

**Development Amenities:**

I certify that the development's plans and specifications and proposed budget incorporate all items from VHDA's most current Minimum Design and Construction Requirements and the Unit by Unit write up. In the event the plans and specifications do not include VHDA Minimum Design and Construction Requirements and any immediate needs and recommendations from the Physical Needs Assessment, then those requirements still must be met, even though the application is accepted for credits. Please note that this may cause the Application to be ineligible for credits. The Requirements apply to any new, adaptive reuse or rehabilitated development (including those serving elderly and/or physically disabled households).

The Minimum Design & Construction Requirements may be found on VHDA's website at.....

[www.VHDA.com](http://www.VHDA.com)

For any development upon completion of construction/rehabilitation: (non-mandatory amenities)

(Enter TRUE in each box where appropriate)

- TRUE a. The development will have a community/meeting room with a minimum of 749 square feet.
- 0 b.i,ii Percentage of brick or other similar low-maintenance material approved by the Authority covering the exterior walls (excluding triangular gable end area, doors, windows, kneewalls, columns, retaining walls, stairwells and any features that are not a part of the façade)  
Community buildings are to be included in percentage calculations.
- TRUE c. Water expense will be sub-metered (tenant will pay monthly or bi-monthly bill)
- TRUE d. Each bathroom consists only of Water Sense labeled toilets, faucets and showerheads
- TRUE e. Provide necessary infrastructure in all units for high-speed internet/broadband service.
- TRUE f. Free Wi-Fi access will be provided for community room for resident only usage.
- FALSE g. Each Unit is provided free individual high-speed Internet access
- OR
- TRUE h. Each Unit is provided free individual Wi-Fi access
- TRUE i. Bath fan wired to primary light with delayed timer, or, continuous exhaust by ERV/DOAS OR
- FALSE j. Fire Suppression - Cooking surfaces are equipped with fire suppression features
- OR
- TRUE k. Fire Prevention - all Ranges equipped with temperature limiting controls
- FALSE l. Rehab only- Each apartment has dedicated space, drain and electrical hookups to accept a permanently installed dehumidification system OR
- TRUE m. All development types- Each Unit is equipped with a permanent dehumidification system
- TRUE n. All interior doors within units are solid core
- TRUE o. At minimum one USB charging port in each Kitchen, Living room and all bedrooms
- TRUE p. All Kitchen light fixtures are LED and meet MDCR lighting guidelines
- FALSE q. Shelf or ledge outside each primary apartment entry door located in an interior hallway
- FALSE r. New Construction only- Each unit to have balcony or patios minimum depth 5' clear from face of building.

DEV Name: Birch Island Apartments

For all developments exclusively serving elderly tenants upon completion of construction/rehabilitation:  
(optional point items)

- FALSE a. All cooking ranges will have front controls
- FALSE b. All full bathrooms will have an independent or supplemental heat source
- FALSE c. All entrance doors have two eye viewers, one at 42" and the other at standard height

For all rehabilitation and adaptive reuse developments, upon completion of construction/rehabilitation:  
(optional point items)

- FALSE The structure is listed individually in the National Register of Historic Places or is located in a registered historic district and certified by the Secretary of the Interior as being of historical significance to the district, and the rehabilitation will **be completed in such a manner as to be eligible for historic rehabilitation tax credits.**

**Building Structure:**

Number of Stories

- Low-Rise** (1-5 stories with any structural elements being wood frame construction)
- Mid-Rise** (5-7 stories with no structural elements being wood frame construction)
- High-Rise** (8 or more stories with no structural elements being wood frame construction)

**Accessibility:**

I certify that the development plans and specifications meet all requirements of the federal Americans with Disabilities Act and Fair Housing Act (if applicable).

I certify that the development plans and specifications meet all requirements of HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act. Complying units must be "permanently accessible," rather than to "adaptable" standards. Please reference Uniform Federal Accessibility Standards(UFAS) for more particular information.

Check one or none of the following point categories, as appropriate:

- Any development in which (i) the greater of 5 units or 10% of the total # of units will be assisted by HUD project-based vouchers or another form of documented and binding federal, state or locality project-based rent subsidies in order to ensure occupancy by extremely low-income persons; and (ii) the greater of 5 or 10% of the units will conform to HUD regulations interpreting accessibility requirements of Section 504 of the Rehabilitation Act.  
(All of the units described in (ii) above must include roll-in showers (must contain permanent grab bars and fixed seats), roll under sinks and front controls for ranges unless agreed to by the Authority prior to the applicant's submission of its application.)  
**60 pts.**
- Any development in which the greater of 5 units or 10% of the total # of units (i) have rents within HUD's Housing Choice Voucher payment standard; (ii) conform to HUD regulations interpreting accessibility requirements of Section 504 of the Rehabilitation Act  
**30 pts.**
- Any development in which **five percent (5%)** of the total # of units (i) conform to HUD regulations interpreting accessibility requirements of Section 504 of the Rehabilitation Act  
**15 pts.**

For any accessibility option elected above, all common space must also conform to accessibility requirements of HUD Section 504 regulations.

DEV Name: Birch Island Apartments

*EW*



As architect of record for the above referenced development, the above certifications are correct to the best of my knowledge.



Signed: Jared D. Willcox  
 Printed Name: JARED D. WILCOX  
 Title: PRINCIPAL ARCHITECT  
 Virginia Registration #: 007681  
 Phone: 703.956.5656  
 Date: MAR. 4, 2019

**NOTE TO ARCHITECT:** If representations in plans and specifications and/or any information certified in this certification is misrepresented then the architect may be penalized. Any change in this form may result in disqualification or a reduction of points under the scoring system. If you have any questions, please call JD Bondurant at VHDA (804) 343-5725.

Return this certification to the developer for inclusion in the tax credit application package.

DEV Name: Birch Island Apartments



**Appendix F  
VHDA's Universal Design Certification**

**TRUE** Units in the development will meet VHDA's **Universal Design Guidelines**.  
Before issuance of IRS Form 8609, applicant will provide documentation to VHDA as evidence that such units meet VHDA's Universal Design guidelines.

The number of rental units that will meet these standards: 5

The total number of rental units in this development: 48

**NOTE:** For Elderly Developments, 100% of the units in the development must meet the Universal Design standards in order to qualify for points.

For Family Developments, points are awarded based on a percentage of the number of units meeting the Universal Design standards.

For the tax credit applicant to qualify for points associated with Universal Design, the architect of record must be on VHDA's list of Universal Design certified architects. VHDA Universal Design Certifications are only valid for 2019 applications if certification date is after January 1, 2014

All tax credit applications which include amenity points for providing VHDA Universally Designed dwelling units must include plans that clearly identify the following items in the format found on vhda.com or no points will be awarded:

- Overall building plans identifying the location of Universal Design dwelling units, and the means of vertical transportation (if applicable), along the accessible route (Minimum scale 1/8"=1'-0"). Include a legend and Universal Design General Notes section. Anything other than a fully handicap accessible elevator must have been presented to and approved by VHDA for this project at least two weeks prior to submission of reservation application.
- Site plan and building plans identifying accessible pedestrian routes from all Universal Design units to accessible parking, leasing office, community room, laundry facility, mailboxes, garbage collection areas and public transportation pick up areas. Architect must identify running slope and cross slope of route, and consider any obstructions. Include required number of accessible parking spaces, a legend for the accessible route, and a Universal Design general notes section.
- Enlarged Universal Design unit plans (Minimum scale 1/4"=1'-0") identifying clearances and all Essential Elements

Signed: Jared D. Wilcox

Printed Name: JARED D. WILCOX  
Architect of Record  
(same individual as on page 7)

Date: 3.4.19



Appendix F  
RESNET Rater Certification of Development Plans

I certify that the development's plans and specifications incorporate all items for the required baseline energy performance as indicated in Virginia's Qualified Allocation Plan (QAP). In the event the plans and specifications do not include requirements to meet the QAP baseline energy performance, then those requirements still must be met, even though the application is accepted for credits.

\*\*\*Please note that this may cause the Application to be ineligible for credits. The Requirements apply to any new, adaptive reuse or rehabilitated development (including those serving elderly and/or physically disabled households).

In addition provide HERS rating documentation as specified in the manual

**New Construction - EnergyStar Certification**  
The development's design meets the criteria for the EnergyStar certification. Rater understands that before issuance of IRS Form 8609, applicant will obtain and provide EnergyStar Certification to VHDA.

**Rehabilitation -30% performance increase over existing, based on HERS Index**  
**Or Must evidence a HERS Index of 80 or better**  
Rater understands that before issuance of IRS Form 8609, rater must provide Certification to VHDA of energy performance.

**Adaptive Reuse - Must evidence a HERS Index of 95 or better.**  
Rater understands that before issuance of IRS Form 8609, rater must provide Certification to VHDA of energy performance.

Additional Optional Certifications

I certify that the development's plans and specifications incorporate all items for the certification as indicated below, and I am a certified verifier of said certification. In the event the plans and specifications do not include requirements to obtain the certification, then those requirements still must be met, even though the application is accepted for credits. Rater understands that before issuance of IRS Form 8609, applicant will obtain and provide Certification to VHDA.

**TRUE Earthcraft Certification** - The development's design meets the criteria to obtain Viridian's EarthCraft Multifamily program Gold certification or higher

**FALSE LEED Certification** - The development's design meets the criteria for the U.S. Green Building Council LEED green building certification.

**FALSE National Green Building Standard (NGBS)** - The development's design meets the criteria for meeting the NGBS Silver or higher standards to obtain certification

**FALSE Enterprise Green Communities** - The developmen's design meets the criteria for meeting the requirements as stated in the Enterprise Green Communities Criteria for this developments construction type to obtain certification.

\*\*\*Please Note Raters must have completed 500+ ratings in order to certify this form

Signed: Austin Walther

Date: 3/13/19

Printed Name: Austin Walther

RESNET Rater

Resnet Provider Agency  
Viridian

Signature [Signature]

Provider Contact and Phone/Email Sean Evensen-Shanley, sean.evensen-shanley@viridian.org

# Home Energy Rating Certificate Projected Report

Rating Date: 2019-03-12  
Registry ID: Unregistered  
Ekotrope ID: yLOaYBWd

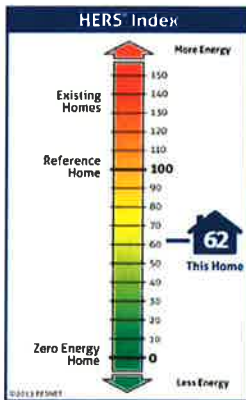
<p><b>HERS® Index Score:</b></p> <p><b>62</b></p> <p>Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit <a href="http://www.hersindex.com">www.hersindex.com</a></p>	<p><b>Annual Savings</b></p> <p><b>\$471</b></p> <p><small>*Relative to an average U.S. home</small></p>	<p><b>Home:</b> 10322 Penny Lane , Wakefield, VA 23888</p> <p><b>Builder:</b></p>
--	--	---

## Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	3.2
Cooling	1.1
Hot Water	4.2
Lights/Appliances	11.5
Service Charges	
Generation (e.g. Solar)	0.0
<b>Total:</b>	<b>20.0</b>

## This home meets or exceeds the criteria of the following:

2006 International Energy Conservation Code



## Home Feature Summary:

- Home Type: Apartment, end unit
- Model: 1 BR Bottom Floor
- Community: Birch Island Apartments
- Conditioned Floor Area: 612 sq. ft.
- Number of Bedrooms: 1
- Primary Heating System: Air Source Heat Pump • Electric • 9 HSPF
- Primary Cooling System: Air Source Heat Pump • Electric • 17 SEER
- Primary Water Heating: Water Heater • Electric • 0.95 Energy Factor
- House Tightness: 9 ACH50
- Ventilation: 35.0 CFM • 24.0 Watts
- Duct Leakage to Outside: 48.96 CFM25 (8 / 100 s.f.)
- Above Grade Walls: R-17
- Ceiling: Adiabatic, R-0
- Window Type: U-Value: 0.28, SHGC: 0.22
- Foundation Walls: N/A

## Rating Completed by:

**Energy Rater:** Austin Walther  
RESNET ID: 1092776

**Rating Company:** Virdiant  
1431 W. Main Street, Richmond, VA 23220

**Rating Provider:** Virdiant  
1431 W. Main Street, Richmond, VA 23220



*Austin Walther*

Austin Walther, Certified Energy Rater  
Digitally signed: 3/12/19 at 8:05 PM



Ekotrope RAER - Version: 3.1.1.2.129  
The Home Energy Rating Standard Disclosure for this house is available from the rating provider.  
This report does not constitute any warranty or guarantee.

# Home Energy Rating Certificate Projected Report

Rating Date: 2016-02-22  
Registry ID: Unregistered  
Ekotrope ID: Od4KRD1L

## HERS® Index Score:

# 107

Your home's HERS score is a relative performance score. The lower the number, the more energy efficient the home. To learn more, visit [www.hersindex.com](http://www.hersindex.com)

## Annual Savings

# \$179

\*Relative to an average U.S. home

## Home:

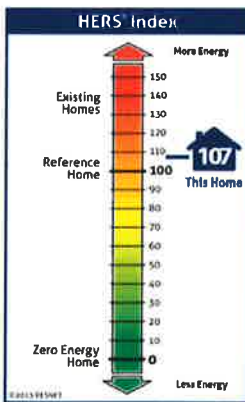
10322 Penny Lane, Wakefield, VA  
23888

## Builder:

### Your Home's Estimated Energy Use:

	Use [MBtu]
Heating	4.9
Cooling	3.6
Hot Water	5.6
Lights/Appliances	13.8
Service Charges	
Generation (e.g. Solar)	0.0
<b>Total:</b>	<b>27.9</b>

**This home meets or exceeds the criteria of the following:**



### Home Feature Summary:

Home Type:	Apartment, end unit
Model:	1 BR Bottom Floor - Pre
Community:	Birch Island Apartments
Conditioned Floor Area:	612 sq. ft.
Number of Bedrooms:	1
Primary Heating System:	Air Source Heat Pump • Electric • 5.4 HSPF
Primary Cooling System:	Air Source Heat Pump • Electric • 7.1 SEER
Primary Water Heating:	Water Heater • Electric • 0.88 Energy Factor
House Tightness:	9.5 ACH50
Ventilation:	None
Duct Leakage to Outside:	82 CFM25 (13.4 / 100 s.f.)
Above Grade Walls:	R-11
Ceiling:	Adiabatic, R-0
Window Type:	U-Value: 0.87, SHGC: 0.73
Foundation Walls:	N/A

### Rating Completed by:

**Energy Rater:** Austin Walther  
RESNET ID: 1092776

**Rating Company:** Viridian  
1431 W. Main Street, Richmond, VA 23220

**Rating Provider:** Viridian  
1431 W. Main Street, Richmond, VA 23220



*Austin Walther*

Austin Walther, Certified Energy Rater  
Digitally signed: 3/12/19 at 8:06 PM

**ekotrope™**

Ekotrope RATER - Version: 3.1.1.2129  
The Home Energy Rating Standard Disclosure for this house is available from the rating provider.  
This report does not constitute any warranty or guarantee.

A large, bold, black letter 'G' is centered within a black rectangular border. The letter is a simple, sans-serif font.

Zoning Certification Letter  
(MANDATORY)

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**André Greene, Director of Community Development**

**Phone (434) 246-1043**

**Fax (434) 246-2175**



**COUNTY OF SUSSEX, VIRGINIA**

**P. O. BOX 1397 ~ 20135 PRINCETON ROAD**

**SUSSEX, VIRGINIA 23884-0397**

**www.sussexcountyva.gov**

**DATE:** February 8th, 2019

**TO:** Virginia Housing Development Authority  
601 South Belvidere Street  
Richmond, Virginia 23220  
Attention: JD Bondurant

**RE:** ZONING CERTIFICATION

Name of Development: Birch Island Apartments

Name of Owner/Applicant: Birch Island Apartments Limited Partnership

Name of Seller/Current Owner: Birch Island Limited Partnership

The above-referenced Owner/Applicant has asked this office to complete this form letter regarding the zoning of the proposed Development (more fully described below). This certification is rendered solely for the purpose of confirming proper zoning for the site of the Development. It is understood that this letter will be used by the Virginia Housing Development Authority solely for the purpose of determining whether the Development qualifies for points available under VHDA's Qualified Allocation Plan for housing tax credits.

**DEVELOPMENT DESCRIPTION:**

Development Address:

10322 Penny Lane

Wakefield, VA 23888

Legal Description:

Please see attached

Proposed Improvements:

<input type="checkbox"/> New Construction:	<u>          </u> # Units	<u>          </u> # Buildings	<u>          </u> Total Floor Area Sq. Ft.
<input type="checkbox"/> Adaptive Reuse:	<u>          </u> # Units	<u>          </u> # Buildings	<u>          </u> Total Floor Area Sq. Ft.
<input checked="" type="checkbox"/> Rehabilitation:	<u>48</u> # Units	<u>7</u> # Buildings	<u>38,168</u> Total Floor Area Sq. Ft.

**Zoning Certification, cont'd**

Current Zoning: A-1 allowing a density of 1 units per acre, and the following other applicable conditions: Density in the A-1 shall not be more (1) unit per lot, parcel or tract of land.

Other Descriptive Information:  
\_\_\_\_\_  
\_\_\_\_\_

**LOCAL CERTIFICATION:**

Check one of the following as appropriate:

- The zoning for the proposed development described above is proper for the proposed residential development. To the best of my knowledge, there are presently no zoning violations outstanding on this property. No further zoning approvals and/or special use permits are required.
- The development described above is an approved non-conforming use. To the best of my knowledge, there are presently no zoning violations outstanding on this property. No further zoning approvals and/or special use permits are required.

Andre M. Greene

Signature

Andre M. Greene

Printed Name

Director of Community Development

Title of Local Official or Civil Engineer

434-246-1043

Phone:

February 8, 2019

Date:

**NOTES TO LOCALITY:**

1. Return this certification to the developer for inclusion in the tax credit application package.
2. Any change in this form may result in disqualification of the application.
3. If you have any questions, please call the Tax Credit Allocation Department at (804) 343-5518.



# Legal Description

First: All that certain tract or parcel of land situate, lying and being in Wakefield Magisterial District, Sussex County, Virginia, containing 3.044766 Acres (132,630.003 Sq. Ft.), known and designated as Parcel "A" as shown on plat of survey entitled, "CORRECTED SUBDIVISION OF PROPERTY OWNED BY PINE STREET VILLAGE ASSOCIATES, A VIRGINIA LIMITED PARTNERSHIP, WAKEFIELD MAGISTERIAL DISTRICT, SUSSEX COUNTY, Virginia," dated May 15, 1984, made by Hassell & Folkes, P.C., Surveyors & Engineers, Portsmouth, Virginia, of record in the Clerk's office of the Circuit Court for the County of Sussex, Virginia, in Plat Book \_\_\_\_\_, page \_\_\_\_\_, to which reference is here made, and which property is more particularly described as follows:

Beginning at a point on Route No. 31, which point of beginning lies N 17° 03' 21" E a distance of 500.00 feet, more or less, from the intersection of Route No. 31 and Route No. 617, as shown on said plat, and from the point of beginning thus established, running thence N 63° 46' 48" W a distance of 281.08 feet to a point; running thence N 19° 38' 51" W a distance of 292.18 feet to a point; running thence N 43° 36' 50" E a distance of 100.00 feet to a point; running thence N 46° 23' 10" W a distance of 99.36 feet to a point; running thence S 72° 56' 39" E a distance of 133.85 feet to a point; running thence N 70° 21' 09" E a distance of 81.07 feet to a point; running thence S 19° 38' 51" E a distance of 170.06 feet to a point; running thence S 72° 56' 39" E a distance of 175.80 feet to a point; running thence along the arc of a curve to the left having a radius of 20.00 feet, a tangent of 20.00 feet, and an arc length of 31.42 feet to a point; running thence S 17° 03' 21" W along Route No. 31 a distance of 345.00 feet to a point, the point or place of beginning.

Second: All that certain tract or parcel of land situate, lying and being in Wakefield Magisterial District, Sussex County, Virginia, containing 0.2281 Acres (9936.00 Sq. Ft.), known and designated as Parcel "B" as shown on plat of survey hereinabove referred to and to which plat reference is here made, which property is more particularly described as follows:

Beginning at the common point which marks the southwesterly corner of Parcel "A" hereinabove described and the southeasterly corner of Parcel "B" hereinafter described, as shown on said plat, and from the point of beginning thus established, running thence N 46° 23' 10" W a distance of 99.36 feet to a point; running thence N 43° 36' 50" E a distance of 100.00 feet to a point; running thence S 46° 23' 10" E a distance of 99.36 feet to a point; running thence S 43° 36' 50" W a distance of 100.00 feet to a point, the point or place of beginning.

The parcel herein conveyed and described as Parcel "B" is conveyed to the grantee herein for purposes of well and water production only, and grantee herein, by acceptance of this deed, does covenant and agree that its use shall be for such purpose.

Third: All that certain tract or parcel of land situate, lying and being in Wakefield Magisterial District, Sussex County, Virginia, containing 0.2454 Acres (10,687.6343 Sq. Ft.), known and designated as Parcel "C" on plat of survey hereinabove referred to and to which plat reference is here made, which property is more particularly described as follows:

Beginning at the common point which marks the southwesterly corner of Parcel "B" hereinabove described, and the southeasterly corner of Parcel "C" hereinafter described, as shown on said plat, and from the point of beginning thus established, running thence N 89° 10' 34" W a distance of 88.83 feet to a point; running thence N 17° 03' 21" E a distance of 114.28 feet to a point; running thence S 72° 56' 39" E a distance of 130.00 feet to a point; running thence S 43° 36' 50" W a distance of 100.00 feet to a point, the place or point of beginning.

H

Attorney's Opinion  
(MANDATORY)

# WILLIAMS MULLEN

Direct Dial: 804.420.6915  
adomson@williamsmullen.com

March 14, 2019

TO: Virginia Housing Development Authority  
601 South Belvidere Street  
Richmond, VA 23220

RE: 2019 Tax Credit Reservation Request

Name of Development: Birch Island Apartments

Name of Owner: Birch Island Apartments Limited Partnership

This undersigned firm represents the above-referenced Owner as its counsel. It has received a copy of and has reviewed the completed application package dated March 14, 2019 (of which this opinion is a part) (the "Application") submitted to you for the purpose of requesting, in connection with the captioned Development, a reservation of low income housing tax credits ("Credits") available under Section 42 of the Internal Revenue Code of 1986, as amended (the "Code"). It has also reviewed Section 42 of the Code, the regulations issued pursuant thereto and such other binding authority as it believes to be applicable to the issuance hereof (the regulations and binding authority hereinafter collectively referred to as the "Regulations").

Based upon the foregoing reviews and upon due investigation of such matters as it deems necessary in order to render this opinion, but without expressing any opinion as to either the reasonableness of the estimated or projected figures or the veracity or accuracy of the factual representations set forth in the Application, the undersigned is of the opinion that:

1. It is more likely than not that the inclusion in eligible basis of the Development of such cost items or portions thereof, as set forth in Hard Costs and Owners Costs section of the Application form, complies with all applicable requirements of the Code and Regulations.
2. The calculations (a) of the Maximum Allowable Credit available under the Code with respect to the Development and (b) of the Estimated Qualified Basis of each building in the Development comply with all applicable requirements of the Code and regulations, including the selection of credit type implicit in such calculations.
3. The appropriate type(s) of allocation(s) have been requested in the Reservation Request Information section in the Application form.
4. The information set forth in the Unit Details section of the Application form as to proposed rents satisfies all applicable requirements of the Code and Regulations.

# WILLIAMS MULLEN

March 14, 2019  
Page 2

5. The site of the captioned Development is controlled by the Owner, as identified in the Site Control section of the Application, for a period of not less than four (4) months beyond the application deadline.

6. The type of the nonprofit organization involved in the Development is an organization described in Code Section 501(c)(3) or 501(c)(4) and exempt from taxation under Code Section 501(a), whose purposes include the fostering of low-income housing.

7. The nonprofit organizations' ownership interest in the development is as described in the Nonprofit Involvement section of the Application form.

8. It is more likely than not that the representations made under the Rehab Information section of the Application form as to the Development's compliance with or exception to the Code's minimum expenditure requirements for rehabilitation projects are correct.

9. After reasonable investigation, the undersigned has no reason to believe that the representations made under the Rehab Information (Ten-Year Rule) section of the Application form as to the Development's compliance with or eligibility for exception to the ten-year "look-back rule" requirement of Code 42(d)(2)(B) are not correct.

Finally, the undersigned is of the opinion that, if all information and representations contained in the Application and all current law were to remain unchanged, upon compliance by the Owner with the requirements of Code Section 42(h)(1)(E), the Owner would be eligible under the applicable provisions of the Code and the Regulations to an allocation of Credits in the amount(s) requested in the Application.

This opinion is rendered solely for the purpose of inducing the Virginia Housing Development Authority ("VHDA") to issue a reservation of Credits to the Owner. Accordingly, it may be relied upon only by VHDA and may not be relied upon by any other party for any other purpose.

This opinion was not prepared in accordance with the requirements of Treasury Department Circular No. 230. Accordingly, it may not be relied upon for the purpose of avoiding U.S. Federal tax penalties or to support the promotion or marketing of the transaction or matters addressed herein.

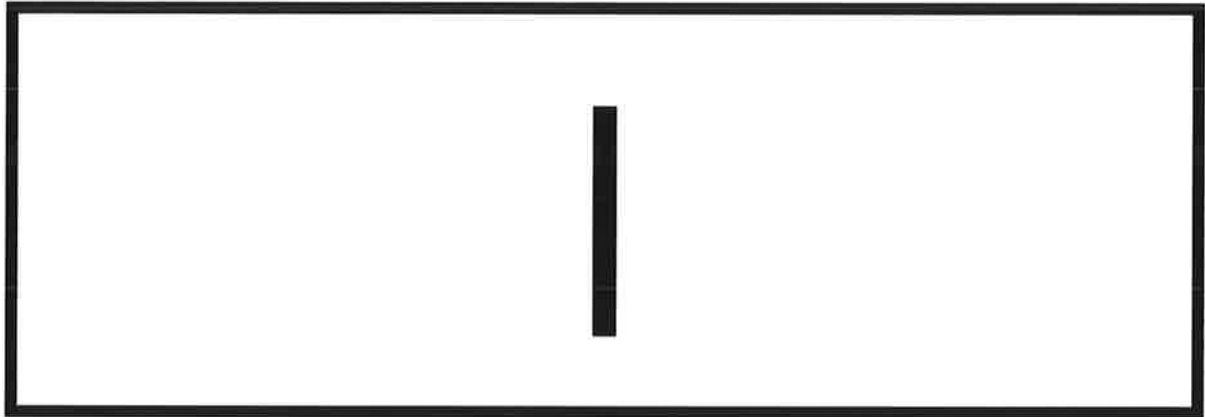
WILLIAMS MULLEN, A Professional Corporation



By: \_\_\_\_\_

Allison T. Domson

Its: Shareholder



# Nonprofit Questionnaire

**(MANDATORY for points or pool)**



## Non-profit Questionnaire

Part II, 13VAC10-180-60, of the Qualified Allocation Plan (the "Plan") of the Virginia Housing Development Authority (the "Authority") for the allocation of federal low income housing tax credits ("Credits") available under §42 of the Internal Revenue Code, as amended (the "Code") establishes certain requirements for receiving credits from the non-profit pool established under the Plan and assigning points for participation of a non-profit organization in the development of qualified low-income housing.

Answers to the following questions will be used by the Authority in its evaluation of whether or not an applicant meets such requirements. Attach additional sheets as necessary to complete each question.

### 1. General Information

- a. Name of development: Birch Island Apartments
- b. Name of owner/applicant: Birch Island Apartments Limited Partnership
- c. Name of non-profit entity: Petersburg Community Development Corporation
- d. Address of principal place of business of non-profit entity:  
200 South 10th Street, Suite 1600, Richmond, VA 23219

Indicate funding sources and amount used to pay for office space:  
Office in personal residence of Executive Director.

- e. Tax exempt status:  501(c)(3)  501(c)(4)  501(a)
- f. Date of legal formation of non-profit (must be prior to application deadline);                       
evidenced by the following documentation:                       
November 21 1989; evidence by certificate of incorporation issued by VA state corporation commission.
- g. Date of IRS 501(c)(3) or 501(c)(4) determination letter (must be prior to application deadline and copy must be attached):  
August 1990.
- h. Describe exempt purposes (must include the fostering of low-income housing in its articles of incorporation):  
Development, acquisition, and rehab of real property to be sold or otherwise transferred to low and moderate income individuals.
- i. Expected life (in years) of non-profit:  
In perpetuity.

## Non-profit Questionnaire, cont'd

j. Explain the anticipated future activities of the non-profit over the next five years:  
Hold general partner interest in low/moderate income apartment communities and hold options to purchase such projects at the end of the tax credit compliance period to ensure continued affordability.

k. How many full time, paid staff members does the non-profit and, if applicable, any other non-profit organization(s) ("related non-profit(s)") of which the non-profit is a subsidiary or to which the non-profit is otherwise related have (i.e. by shared directors, staff, etc.)?  
0 How many part time, paid staff members? 1

Describe the duties of all staff members:

Part-time executive director works on specific projects as funding is available; board members volunteer their services.

l. Does the non-profit share staff with any other entity besides a related non-profit described above?

Yes  No If yes, explain in detail: \_\_\_\_\_

m. How many volunteers does the non-profit and, if applicable, any related non-profit have?  
Less than 25.

n. What are the sources and manner of funding of the non-profit? (You must disclose all financial and/ or the arrangements with any individual(s) or for profit entity, including anyone or any entity related, directly, indirectly, to the Owner of the Development  
Private donations, grants, cash distributions from properties where PCDC serves as general partner.

o. List all directors of the non-profit, their occupations, their length of service on the board, and their residential addresses:  
See attached list.

## 2. Non-profit Formation

a. Explain in detail the genesis of the formation of the non-profit:  
Organized in 1989 to own, rehab and sell single family homes to first time home buyers, subsequently worked on redevelopment plans and co-developed a LIHTC property in Petersburg, VA "Henry Williams Townhomes", and Surry Village in Surry, VA.

## Non-profit Questionnaire, cont'd

- b. Is the non-profit, or has it ever been, affiliated with or controlled by a for-profit entity or local housing authority?

Yes  No If yes, explain in detail:

PCDC was rescued in 2004 by Petersburg Redevelopment and Housing Authority when it was defunct; PCDC and the Housing Authority pursued projects jointly until they "divorced" in 2009 over their differences about what constitutes affordable housing; PCDC elects it's own board.

- c. Has any for profit organization or local housing authority (including the Owner of the Development, joint venture partner, or any individual or entity directly or indirectly related to such Owner) appointed any directors to the governing board of the non-profit?

Yes  No If yes, explain:

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- d. Does any for-profit organization or local housing authority have the right to make such appointments?

Yes  No If yes, explain:

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- e. Does any for profit organization or local housing authority have any other affiliation with the non-profit or have any other relationship with the non-profit in which it exercises or has the right to exercise any other type of control?

Yes  No, If yes, explain:

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- f. Was the non-profit formed by any individual(s) or for profit entity for the principal purpose of being included in the non-profit Pool or receiving points for non-profit participation under the Plan?

Yes  No

- g. Explain in detail the past experience of the non-profit including, if applicable, the past experience of any other related non-profit of which the non-profit is a subsidiary or to which the non-profit is otherwise related (by shared directors, staff, etc.):

Originally bought and sold rehabbed single family homes to first time home buyers; developed Van Buren Estates subdivision in Petersburg; co-developed Henry Williams Townhomes in Petersburg (2012) and Surry Village in 2007. Currently PCDC is a general partner in Pinecrest Apartments in Bedford, VA which received a 9% allocation of Tax-Credits by VHDA in 2018.

- h. If you included in your answer to the previous question information concerning any related non-profit, describe the date of legal formation thereof, the date of IRS 501(c)(3) or 501(c)(4) status, its expected life, its charitable purposes and its relationship to the non-profit.

N/A

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### 3. Non-profit Involvement



**Non-profit Questionnaire, cont'd**

a. Is the non-profit assured of owning an interest in the Development (either directly or through a wholly owned subsidiary) throughout the Compliance Period (as defined in §42(i)(1) of the Code)?

Yes  No

(i) Will the non-profit own at least 10% of the general partnership/owning entity?

Yes  No

(ii) Will the non-profit own 100% of the general partnership interest/owning entity?

Yes  No

If no to either 3a.i or 3a.ii above, specifically describe the non-profit's ownership interest:

Non-Profit owns 10% of GP interest.

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b. (i) Will the non-profit be the managing member or managing general partner?  
 Yes  No If yes, where in the partnership/operating agreement is this provision specifically referenced?

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(ii) Will the non-profit be the managing member or own more than 50% of the general partnership interest?  Yes  No

c. Will the non-profit have the option or right of first refusal to purchase the proposed development at the end of the compliance period for a price not to exceed the outstanding debt and exit taxes of the for-profit entity?

Yes  No If yes, where in the partnership/operating agreement is this provision specifically referenced?

The ROFR will be referenced in the tax credit investors Amended and Restated Agreement of Limited Partnership.

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Recordable agreement attached to the Tax Credit Application as TAB V

If no at the end of the compliance period explain how the disposition of the assets will be structured:

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d. Is the non-profit materially participating (regular, continuous, and substantial participation) in the construction or rehabilitation and operation or management of the proposed Development?

Yes  No If yes,

(i) Describe the nature and extent of the non-profit's proposed involvement in the construction or rehabilitation of the Development:

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(ii) Describe the nature and extent of the non-profit's involvement in the operation or

**Non-profit Questionnaire, cont'd**

management of the Development throughout the Extended Use Period (the entire time period of occupancy restrictions of the low-income units in the Development):

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- (iii) Will the non-profit invest in its overall interaction with the development more than 500 hours annually to this venture?  Yes  No If yes, subdivide the annual hours by activity and staff responsible and explain in detail:

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- e. Explain how the idea for the proposed development was conceived. For example, was it in response to a need identified by a local neighborhood group? Local government? Board member? Housing needs study? Third party consultant? Other?

The development of the property was identified by a 3rd party which had been working on the site redevelopment plan for several months prior to PCDC's involvement. PCDC was contacted through another non-profit that was unable to participate, since PCDC's mission is to further the development of affordable housing in the state of VA and the location of the planned development fit within PCDC footprint.

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- f. List all general partners/managing members of the Owner of the Development (one must be the non-profit) and the relative percentages of their interests:

Owner of the property is Birch Island Apartments LP. Managing Members are AS Squared, LLC (90%) and PCDC. (10%)

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- g. If this is a joint venture, (i.e. the non-profit is not the sole general partner/managing member), explain the nature and extent of the joint venture partner's involvement in the construction or rehabilitation and operation or management of the proposed development.

N/A

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- h. Is a for profit entity providing development services (excluding architectural, engineering, legal, and accounting services) to the proposed development?  Yes  No If yes, (i) explain the nature and extent of the consultant's involvement in the construction or rehabilitation and operation or management of the proposed development.

AS Squared, LLC, a Virginia Limited Liability Corporation has been selected by PCDC to provide real estate development services to the project. As outlined in the development services agreement, AS Squared, LLC will provide financial guarantees as needed by the investment limited partner and construction lender.

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- (ii) Explain how this relationship was established. For example, did the non-profit solicit proposals from several for-profits? Did the for-profit contact the non-profit and offer the services?

TM Associates Inc. manages several AS Squared properties and is also the property manager of the majority of PCDC communities.

- i. Will the non-profit or the Owner (as identified in the application) pay a joint venture partner

## Non-profit Questionnaire, cont'd

or consultant fee for providing development services?  Yes  No If yes, explain the amount and source of the funds for such payments.

Under the development services agreement, AS Squared, LLC will be paid a developers fee of approximately \$700,000

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- j. Will any portion of the developer's fee which the non-profit expects to collect from its participation in the development be used to pay any consultant fee or any other fee to a third party entity or joint venture partner?  Yes  No If yes, explain in detail the amount and timing of such payments.
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- k. Will the joint venture partner or for-profit consultant be compensated (receive income) in any other manner, such as builder's profit, architectural and engineering fees, or cash flow?  Yes  No If yes, explain:
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- l. Will any member of the board of directors, officer, or staff member of the non-profit participate in the development and/or operation of the proposed development in any for-profit capacity?  Yes  No If yes, explain:
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- m. Disclose any business or personal (including family) relationships that any of the staff members, directors or other principals involved in the formation or operation of the non-profit have, either directly or indirectly, with any persons or entities involved or to be involved in the Development on a for-profit basis including, but not limited to the Owner of the Development, any of its for-profit general partners, employees, limited partners or any other parties directly or indirectly related to such Owner:

AS Squared, LLC has previously worked with PCDC on a LIHTC development in VA. TM Associates Management currently manages several communities which PCDC is the General partner of.

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- n. Is the non-profit involving any local, community based non-profit organizations in the development, role and operation, or provision of services for the development?  Yes  No If yes, explain in detail, including the compensation for the other non-profits:
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## Non-profit Questionnaire, cont'd

### 4. Virginia and Community Activity

- a. Has the Virginia State Corporation Commission authorized the non-profit to do business in Virginia?  Yes  No
- b. Define the non-profit's geographic target area or population to be served:  
Low and moderate income individuals in the United States. PCDC currently owns properties in PA and VA and is currently pursuing opportunities in OH, NC, and SC.
- c. Does the non-profit or, if applicable, related non-profit have experience serving the community where the proposed development is located (including advocacy, organizing, development, management, or facilitation, but not limited to housing initiatives)?  
 Yes  No If yes, or no, explain nature, extent and duration of any service:  
PCDC has participated in local activism to increase affordable housing in the Newport News region. PCDC is the General Partner of two low-income communities in the nearby area of Surry.
- d. Does the non-profit's by laws or board resolutions provide a formal process for low income, program beneficiaries to advise the non-profit on design, location of sites, development and management of affordable housing?  Yes  No If yes, explain:  
No, but PCDC has conducted focus groups and feasibility studies in the affected communities to solicit input from prospective tenants and users of the facilities being proposed.
- e. Has the Virginia Department of Agriculture and Consumer Services (Division of Consumer Affairs) authorized the non-profit to solicit contributions/donations in the target community?  
 Yes  No
- f. Does the non-profit have demonstrated support (preferably financial) from established organizations, institutions, businesses and individuals in the target community?  
 Yes  No If yes, explain:  
PCDC was successfully awarded project based vouchers from the local housing authority to be utilized at another community.
- g. Has the non-profit conducted any meetings with neighborhood, civic, or community groups and/or tenant associations to discuss the proposed development and solicit input?  Yes  No If yes, describe the meeting dates, meeting locations, number of attendees and general discussion points:
- h. Are at least 33% of the members of the board of directors representatives of the community being served?  Yes  No If yes,  
(i) low-income residents of the community?  Yes  No

## Non-profit Questionnaire, cont'd

- (ii) elected representatives of low-income neighborhood organizations?  Yes  No
- i. Are no more than 33% of the members of the board of directors representatives of the public sector (i.e. public officials or employees or those appointed to the board by public officials)?  Yes  No
- j. Does the board of directors hold regular meetings which are well attended and accessible to the target community?  Yes  No If yes, explain the meeting schedule:  
Annual Meetings to elect board and officers and special meetings when needed.  

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- k. Has the non-profit received a Community Housing Development Organization (CHDO) designation, as defined by the U. S. Department of Housing and Urban Development's HOME regulations, from the state or a local participating jurisdiction?  Yes  No  
Yes, however CHDO status has since expired
- l. Has the non-profit been awarded state or local funds for the purpose of supporting overhead and operating expenses?  Yes  No If yes, explain in detail:  

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- m. Has the non-profit been formally designated by the local government as the principal community-based non-profit housing development organization for the selected target area?  Yes  No If yes, explain:  
However, when its focus was on the Petersburg area, PCDC received grants from the city of Petersburg in competitive proposal solicitations where other non-profits also submitted proposals.  

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- n. Has the non-profit ever applied for Low Income Housing Tax Credits for a development in which it acted as a joint venture partner with a for-profit entity?  Yes  No If yes, note each such application including: the development name and location, the date of application, the non-profit's role and ownership status in the development, the name and principals of the joint venture partners, the name and principals of the general contractor, the name and principals of the management entity, the result of the application, and the current status of the development(s).  
Henry Williams Townhomes 2010 & 2011 LIHTC applications; recieved award in 2011 for 42 units. TM Associates and MARG Rural were 49% GP and PCDC was 51% GP.  
Pinecrest Apartments in 2018 LIHTC application; recieved award same year for 64 units. Green Street Housing is 90% GP and PCDC is 10% GP. Surry Village, 2007 LIHTC award, PCDC is 100% GP.  

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- o. Has the non-profit ever applied for Low Income Housing Tax Credits for a development in which it acted as the sole general partner/managing member?  Yes  No If yes, note each such development including the name and location, the date of the application, the result of the application, and the current status of the development(s).  
Surry Village, 2007 LIHTC award, PCDC is 100% GP.  

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- p. To the best of your knowledge, has this development, or a similar development on the same site, ever received tax credits before?  Yes  No If yes, explain:  
Awarded in 2001 for acquisition / rehabilitation.  

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**Non-profit Questionnaire, cont'd**

q. Has the non-profit been an owner or applicant for a development that has received a reservation in a previous application round from the Virginia Housing Partnership or the VHDA Housing Funds?  Yes  No If yes, explain:  
VHDA loans on Henry Williams and Surry Village and planned for Pinecrest.

r. Has the non-profit completed a community needs assessment that is no more than three years old and that, at a minimum identifies all of the defined target area's housing needs and resources?  Yes  No If yes, explain the need identified:

s. Has the non-profit completed a community plan that (1) outlines a comprehensive strategy for addressing identified community housing needs, (2) offers a detailed work plan and timeline for implementing the strategy, and (3) documents that the needs assessment and comprehensive strategy were developed with the maximum possible input from the target community?  Yes  No If yes, explain the plan:

**5. Attachments**

Documentation of any of the above need not be submitted unless requested by VHDA

The undersigned Owner and non-profit hereby each certify that, to the best of its knowledge, all of the foregoing information is complete and accurate. Furthermore, each certifies that no attempt has been or will be made to circumvent the requirements for non-profit participation contained in the Plan or Section 42 of the Internal Revenue Code.

3/7/2019  
Date

Birch Island Apartments  
  
Owner/Applicant

By: Adam J. Stockmaster  
Its: Managing Member, AS Squared LLC, its General Partner  
Title

3/7/2019  
Date

Petersburg Community Development Corporation  
Non-profit  
By:   
Board Chairman

**Non-profit Questionnaire, cont'd**

By:   
\_\_\_\_\_  
President

**HISTORY  
OF  
PETERSBURG COMMUNITY DEVELOPMENT CORPORATION, INC. ("PCDC")**

PCDC is a Virginia non-profit corporation organized in November, 1989. Historically, its purposes included developing and owning housing that is affordable to low and moderate income individuals residing anywhere in the United States. PCDC is designated as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. PCDC's primary sources of funding since 2008 have been CDBG grants from the City of Petersburg (the "City" or "Petersburg"), The Cameron Foundation ("Cameron"), the Virginia Department of Housing and Community Development ("DHCD"), contract work performed for the City, and private donations.

In its early years, PCDC acquired single family residences through donation to PCDC and then proceeded to renovate the buildings using home improvement loans from local banks; the homes were sold to low and moderate-income persons. Most purchasers of the homes were first-time homeowners. In all, 19 single family houses were purchased and renovated by PCDC by 2004.

The second phase of PCDC's history began when PCDC was approached by the Petersburg Redevelopment and Housing Authority ("PRHA") in 2005 about having PCDC apply for certification as a CHDO through DHCD. PRHA was interested in sponsoring a non-profit corporation that could become certified as a CHDO for the purpose of developing affordable housing in the Petersburg, Virginia metropolitan area, and using HOME funds for staffing expenses and project-specific "hard costs." In order to be certified as a CHDO, PCDC had to reorganize as a non-member organization and restructure its Board of Directors. PCDC received that certification in September, 2007. The administration of the City of Petersburg has supported the activities of PCDC since its organization, and PCDC has received positive news coverage of its successes.



PRHA desired for PCDC to assume a leadership role in the Petersburg community by making affordable housing available to persons in need and who had been underserved by State, Federal and local agencies. Among the goals of PCDC has been to work with the City administration to map out a strategy for filling the void left by HUD's inability to fund the development of new housing and rehab aging housing stock.

The first major initiative in the "new era" was the development of single-family detached homes on Van Buren Street in Petersburg, across from the Cedar Lawn Townhouses. This development, known as "Van Buren Estates," was begun by constructing two model homes, both of which were sold in 2009. Due to differences between PCDC and PRHA regarding the target costs of affordable housing, PCDC assigned its development rights in Van Buren Estates to PRHA, and thereafter focused its efforts on other projects more in keeping with its mission.

PCDC's second major project was the Henry Williams Townhomes (formerly known as "Owens Court"), 42 townhomes for rent constructed on a Gillfield redevelopment site at the intersection of Lee Avenue and South South Street in Petersburg. The project development costs were over \$10 million. With funding by Cameron and with assistance by PCDC's co-development partner, T.M. Associates, PCDC was able to purchase the site from the City, obtain rezoning, the project was designed, a market study completed, a low-income housing tax credit ("LIHTC") application submitted to the Virginia Housing Development Authority ("VHDA"), and an Affordable Housing Production Program ("AHPP") application was submitted to DHCD. The Henry Williams project received a reservation of LIHTC from VHDA worth over \$6,836,000 when syndicated. Boston Capital purchased the LIHTC. The LIHTC application to VHDA for the Henry Williams Townhomes was ranked first in the Richmond region pool by VHDA in the 2010 round. This project also received an AHPP grant from DHCD in the amount of \$417,000 for a portion of the permanent mortgage and a \$50,000 grant for PCDC operating funds. Groundbreaking occurred in June, 2011 and the townhomes were completed in November, 2012. Today, occupancy remains near 100%.

PCDC has participated in the revitalization of the Halifax-Harding Revitalization Area containing approximately 900 homes, vacant lots and businesses generally in the vicinity of Halifax and Harding Streets in Petersburg (the "Halifax Project"). Non-profit organizations such as Better Housing Coalition, Restoration of Petersburg CDC, Virginia LISC and Triangle Center for Development, Inc. have collaborated with PCDC under the name of the "Halifax Partnership" to effect substantial changes in this targeted neighborhood.

PCDC's redevelopment activities in this targeted area are aligned with the City's Comprehensive Plan which states that "a complete redevelopment plan should be created" in the Halifax community. The Halifax Project was supported by City Council in 2010-2011 with a planning grant of \$25,000 for a study, and again in 2011-2012 with a grant of \$75,000 for preparation of a redevelopment plan. A draft Redevelopment Plan was presented to the City Planning Department and the PRHA Board in August, 2013, but no action was ever taken by City Council. While the Halifax Project has been declared to be one of the City's priorities for redevelopment, the lack of City capital improvement funds to upgrade infrastructure in that area has halted that Project.

During the summer of 2013, Petersburg City Councilman W. Howard Myers contacted PCDC about renovating the abandoned Virginia Avenue Elementary School as a community health and wellness center for the City. The City Administration supported the idea and issued an RFP for a feasibility study for the project. PCDC was selected in December, 2013 by a committee appointed by the City to perform this engagement, and work on the study began in January, 2014. The study was presented to City Council on June 17, 2014 and adopted on July 1, 2014. Subsequently, the City issued an RFP for a developer for this project, with a deadline for submission of proposals of November 12, 2014. PCDC submitted its proposal and was selected as the developer on November 24, 2014.

The redevelopment costs were to be covered largely by federal and state historic tax credits and grants from organizations supporting healthcare and wellness initiatives. The City

committed to lease approximately 40% of the space in the renovated building for its parks and recreation operations, and PCDC received expressions of interest from Bon Secours for a medical clinic and FeedMore for a food pantry in the renovated space. Community Health Alliance, a 501(c)(3) organization active in Richmond and Petersburg, was PCDC's administrative partner responsible for handling all funds and grant administration. Construction was to begin in late spring 2015 with a 12-month construction period, but the City reneged on its obligation to lease space as the anchor tenant and Community Health Alliance subsequently went out of business. As a result, PCDC had to abandon this project.

In the Summer of 2017, the PCDC Board decided to "reinvent" PCDC. The plan going forward would be for PCDC to hold (i) rights of first refusal and purchase options on LIHTC projects that would be exercisable after the end of the LIHTC tax credit compliance period, and (ii) minority equity interests in certain LIHTC projects. The entire PCDC Board resigned in January, 2018 and was replaced by James Hendricks, Scott Rabin and Eric Whisenhunt. Mr. Hendricks has served as the President of PCDC since that time. Today, PCDC owns equity interests in 15 affordable apartment projects and rights of first refusal in 5 such projects.

Alexander C. Graham, Jr.  
Williams Mullen  
January 1, 2019

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**PETERSBURG COMMUNITY DEVELOPMENT CORPORATION, INC.**

**Board of Directors**

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J

# Relocation Plan

**(MANDATORY, if tenants are displaced)**

# Birch Island Apartments Renovation and Relocation Plan

**March 1, 2019**

## **PROJECT AND CONTACT INFORMATION**

**Project:** Birch Island Apartments, 10322 Penny Lane, Wakefield, Virginia 23888

**Owner:** Birch Island Apartments Limited Partnership  
c/o T.M. Associates, Inc., 1375 Piccard Drive, Suite 150, Rockville, Maryland 20850

**Contact:** Adam J. Stockmaster, [astockmaster@tmadevelopment.com](mailto:astockmaster@tmadevelopment.com), 240-428-7799 x 102

**Property Management:** TM Associates Management, Inc. 1375 Piccard Drive, Suite 150, Rockville, Maryland 20850

**Contact:** Shay Dugan, [sdugan@tmamgroup.com](mailto:sdugan@tmamgroup.com), 240-683-0300

## **REHABILITATION ACTIVITIES**

Birch Island Apartments Limited Partnership intends to purchase the existing Birch Island Apartments, and a significant capital investment is planned. The planned acquisition of the property is scheduled to occur in October 2019.

This renovation plan relates to Birch Island Apartments. The property consists of 48 apartment units offering a mix of one-bedroom, two-bedroom and three-bedroom units. The leasing office for Birch Island Apartments will remain where it is located. Existing community amenities include a community room space, with kitchen, for resident activities, as well as a secondary seating area with vending.

The scope of work for rehabilitation includes, but is not limited to the following:

- Replacement of kitchen cabinets and countertops
- Replacement of bathroom vanities and toilets replacement of select tubs
- Replacement of water heaters and HVAC units
- Replacement of windows
- Upgrades to electrical and plumbing systems, including new lighting and ceiling fans
- Installation of new flooring in most units
- Replacement of appliances in most units and installation of dishwashers
- Increased attic insulation
- Site improvements, including new landscaping, replacement of select sidewalks and a new building entry

The new appliances and mechanical equipment will offer higher efficiency than what is currently being

used at the property. Along with new windows and new insulation, the units will be significantly more energy efficient and should lead to lower utility bills for the residents.

#### **PROJECT SCHEDULE**

The rehabilitation work will be performed by Canterbury Construction, Inc., a large general contractor with significant experience managing rehabilitation projects of this scope. The construction is intended to progress with exterior work being completed first, followed by interior work and finishes. This plan contemplates a construction start of June 1, 2020. The planned renovation work is expected to be materially complete by December 31, 2020, with the punch list work expected to be complete by March 2021. The schedule for when construction activity will be updated regularly with sufficient notification to residents for work that needs to be completed in their apartment. Once the schedule is finalized, this plan will be updated and redistributed as needed. All of the renovation work is intended to be completed around the existing residents, with the residents to remain in their unit, but both the community room and seating area will be available for the residents to enjoy while work is ongoing in their apartment should they choose to not remain in their apartment.

Start Renovation June 1, 2020, Substantially Complete Renovation by December 31, 2020 with all work anticipated to be completed by March 31, 2021. This schedule is subject to change and the residents will be notified of schedule changes as soon as possible.

#### **RESIDENT IMPACT**

The property management staff and company will not change and the same experienced property manager, known for their professionalism and attentive service to the residents they serve. All of the members of the management team will be tasked to keep the residents informed of changes to the renovation plans throughout the construction period. The proposed construction activity in each unit will be performed in such a fashion to limit resident inconveniences.

Resident furnishings and belongings will be moved as needed by the general contractor and subcontractors at the ownership's expense. We ask that the residents please pack-up their small items and valuables with materials that property management will furnish. As needed assistance can be provided for residents with special needs.

#### **RENTS AND RENTAL POLICIES FOLLOWING REHABILITATION**

Birch Island Apartments is being renovated using housing tax credit financing along with a new mortgage. With this source of financing, housing costs, including rent and an allowance for tenant-paid utilities, are restricted so as to be affordable to households that earn 60% of the Area Median Income. Also, only households with incomes below 60% of the Area Median Income (as adjusted for household size) are eligible to live in the community.

These rent and income restrictions are no different than what is currently in place for the property under the previous ownership, so it is expected that all existing residents at Birch Island Apartments will be income qualified. Property Management will annually certify the incomes of the residents and they will reach out to each of the existing residents to verify the income of the household.

Current income limits and the projected post-rehabilitation rents are shown in the attached Resident Selection Criteria (RSC) for the property. Due to the project based rental subsidy contract on a majority of the units, the resident paid portion of the rents is not expected to change for these units.

Residents will continue to be responsible for their own electrical costs, which includes heat, air conditioning, cooking, water heating, and lighting/general electric use. Residents are also responsible for any optional services desired, such as telephone, cable TV or internet service. Following completion of the renovation work, the water and sewer service will be individually sub metered and the resident will become responsible for this billing. Trash service will continue to be paid for by the ownership.

**Rent and Utility Changes Proposed**

Current Rents		Proposed Rents
1Bedroom Units	\$556/month	\$551/month
2Bedroom Units	\$619/month	\$614/month
3Bedroom Units	\$709/month	\$704/month

**Utility Allowance Changes Proposed**

Current Utility Allowance		Proposed Utility Allowance
1Bedroom Units	\$93/month	\$145/month
2Bedroom Units	\$113/month	\$166/month
3Bedroom Units	\$162/month	\$189/month

***Permanent Relocation***

Existing residents are NOT expected to be permanently relocated as a result of the acquisition or rehabilitation of Birch Island Apartments. If a current resident is found to be over income or found to have been over income when the resident initially occupied their unit, they will be permanently relocated off of the Birch Island Apartments property. As the previous ownership of Birch Island was held to the same income verification requirements as the new ownership. We do not expect there to be any situation where a current resident will be found to not qualify for their apartment unit.

The site management team will provide Full Relocation Assistance as required in the VHDA's Relocation Assistance Guidelines. Such assistance includes Advisory Services and Moving Cost Reimbursement to the extent a relocation is necessary to perform the planned renovation work.



## **OWNER'S RESPONSIBILITIES TO TENANTS**

Advisory Services will include:

- Providing referrals for tenants to replacement properties
- Providing tenants with written information
- Providing appropriate translation and counseling for tenants who are unable to read and understand notices
- Communicating the name and telephone number of a contact person who can answer questions or provide other needed help
- Providing transportation for tenants needing to look at other housing, especially those who are elderly or disabled
- Giving special consideration to the needs of families with school age children
- Extending regular business hours, including evenings and weekends, so that tenants won't have to miss work

Moving Cost Reimbursement to displaced residents will be based on the following guidelines:

- The Federal Highway Administration's Fixed Residential Moving Cost Schedule (includes utility hook up costs) for Virginia is as follows:
  - 1 Room of Furniture-\$700
  - 2 Rooms of Furniture-\$900
  - 3 Rooms of Furniture-\$1100
  - 4 Rooms of Furniture-\$1300
- Or
  - Based on tenant's actual reasonable moving and related expenses. Reimbursement of actual moving and related expenses is defined as either labor or equipment.
  - As needed, residents will receive assistance in packing and moving furniture and belongs
  - Temporary storage units will be provided for convenience as well.

### ***Temporary Relocation***

All residents are scheduled to remain in their same apartment. However, 5 units will receive significant handicap upgrades that may necessitate a temporary relocation of the resident. Residents temporarily relocated will be offered Moving Cost Reimbursement. Most residents that are temporarily relocated will endure no more than four to six weeks of relocation. Residents will receive assistance in packing and moving furniture and belongs, plus temporary storage units will be provided for convenience as well.

### ***Tenant Notices***

The new ownership intends to provide thorough and well-documented communication with residents of relocation and renovation plans. Initial notices have already been provided by property management, and further notices will begin on the settlement date, beyond the earlier 120-day notice. The 120-day notice will provide residents with notice of the owner's intent to acquire the property, general information and notice of relocation eligibility. Further notice, at least 30-days in advance of work commencing in the resident apartment. Mailings will be prepared in advance so that they may be mailed as of the notice date.



### **Birch Island Apartments-Moving Cost Reimbursement Schedule**

Note: This pre-determination of moving cost reimbursements assumes that no more than six residential units may need to be vacated on a volunteer basis. This pre-determination assumes that half of volunteers will move twice (in-and-out of their unit). To account for assumed vacancy at the start of the notice period, total moving costs are reduced by 20%. A contingency of \$100/unit is also added to the estimated costs.

#### **Moving Cost Reimbursement**

##### **Pre Determination**

- \$ 900 1 Bedroom Unit (2 rooms w/ furniture)
- \$1,100 2 Bedroom Unit (3 rooms w/furniture)
- \$1,300 3 Bedroom Unit (4 rooms w/furniture)

K

Documentation of  
Development Location:

**K.1**

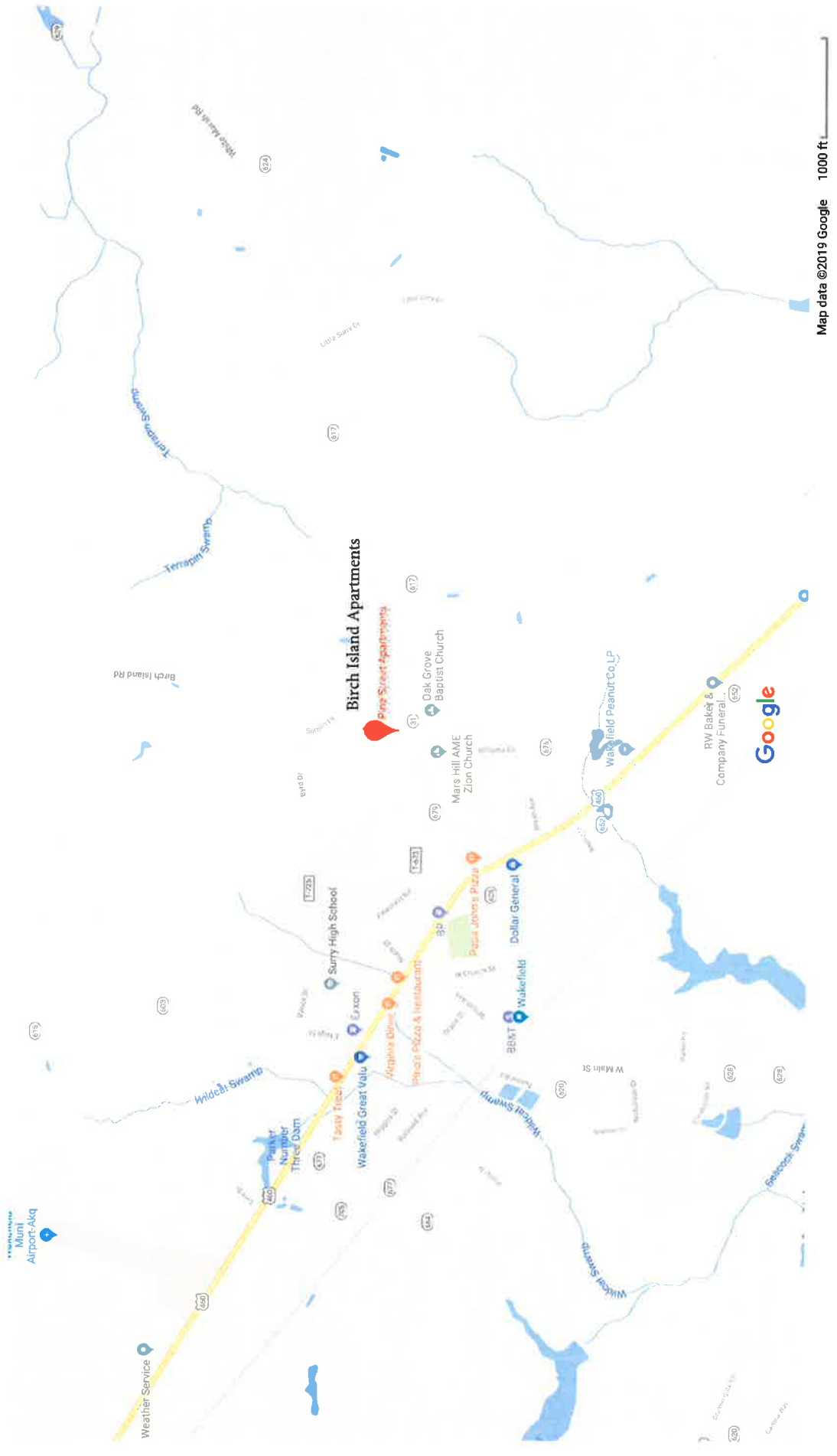
Revitalization Area  
Certification

**N/A**

K.2

Location Map

**Google Maps** Birch Island Apartments, 10322 Penny Lane, Wakefield, VA 23888





K.3

Surveyor's Certification of  
Proximity to Public  
Transportation

N/A



PHA/Section 8 Notification  
Letter

# PHA or Section 8 Notification Letter

**DATE:** February 13, 2019

**TO:** Brenda Drew  
Housing Programs Coordinator, Susse

233 L South County Drive  
Waverly, Virginia 23890

**RE:** PROPOSED AFFORDABLE HOUSING DEVELOPMENT

Name of Development: Birch Island Apartments

Name of Owner: Birch Island Apartments Limited Partnership

I would like to take this opportunity to notify you of a proposed affordable housing development to be completed in your jurisdiction. We are in the process of applying for federal low-income housing tax credits from the Virginia Housing Development Authority (VHDA). We expect to make a representation in that application that we will give leasing preference to households on the local PHA or Section 8 waiting list. Units are expected to be completed and available for occupancy beginning on 12/31/2020 (date).

The following is a brief description of the proposed development:

Development Address:

10322 Penny Lane, Wakefield, Virginia 23888

Proposed Improvements:

<input type="checkbox"/> New Constr.:	_____	# units	_____	# Bldgs
<input type="checkbox"/> Adaptive Reuse:	_____	# units	_____	# Bldgs
<input checked="" type="checkbox"/> Rehabilitation:	<u>48</u>	# units	<u>7</u>	# Bldgs

Proposed Rents:

<input type="checkbox"/> Efficiencies:	\$ _____	/ month
<input checked="" type="checkbox"/> 1 Bedroom Units:	\$ <u>517</u>	/ month
<input checked="" type="checkbox"/> 2 Bedroom Units:	\$ <u>580</u>	/ month
<input checked="" type="checkbox"/> 3 Bedroom Units:	\$ <u>670</u>	/ month
<input type="checkbox"/> 4 Bedroom Units:	\$ _____	/ month

Other Descriptive Information:

Birch Island Apartments consists of (6) two-story garden style apartment buildings and an office, laundry, tot-lot and maintenance building. It is stick construction with vinyl siding and asphalt shingles. The project mix is (16) one-bedroom, (24) two-bedroom, and (8) three-bedroom units. Birch Island Apartments LP plans to expend over \$62,000 per unit in hard costs if awarded tax credits.

# PHA or Section 8 Notification Letter

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We appreciate your assistance with identifying qualified tenants.

If you have any questions about the proposed development, please call me at (248) 428-7799.

Please acknowledge receipt of this letter by signing below and returning it to me.

Sincerely yours,  
Birch Island Apartments Limited Partnership



---

By: AS Squared, LLC, General Partner

Adam J. Stockmaster, Managing Member

**To be completed by the Local Housing Authority or Sec 8 Administrator:**

Seen and Acknowledged By: Brenda Drew

Printed Name: Brenda Drew

Title: Housing Programs Coordinator

Phone: 804-834-1302 x 28

Date: 2-14-2019

M

Locality CEO Response  
Letter

COPY

**Board of Supervisors**

Susan B. Seward, Chairperson  
Keith C. Blowe, Vice Chairman  
C. Eric Fly, Sr.  
Alfred G. Futrell  
John A. Stringfield  
Rufus E. Tyler, Sr.



Post Office Box 1397  
20135 Princeton Road  
Sussex, Virginia 23884

Vandy V. Jones, III  
County Administrator  
[VJones@sussexcountyva.gov](mailto:VJones@sussexcountyva.gov)

Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

February 4, 2019

Mr. John D. Bondurant  
Virginia Housing Development Authority  
601 South Belvidere Street  
Richmond, Virginia 23220

VHDA Tracking Number: 2019-C-63  
Development Name: Birch Island Apartments  
Name of Owner/Applicant: Birch Island Apartments Limited Partnership

Dear Mr. Bondurant:

The construction or rehabilitation of the above-named development and the allocation of the federal housing tax credits available under IRC Section 42 for said development will help to meet the housing needs and priorities of Sussex County. Accordingly, Sussex County supports the allocation of federal housing tax credits requested by Birch Island Apartments Limited Partnership for this development.

Sincerely,

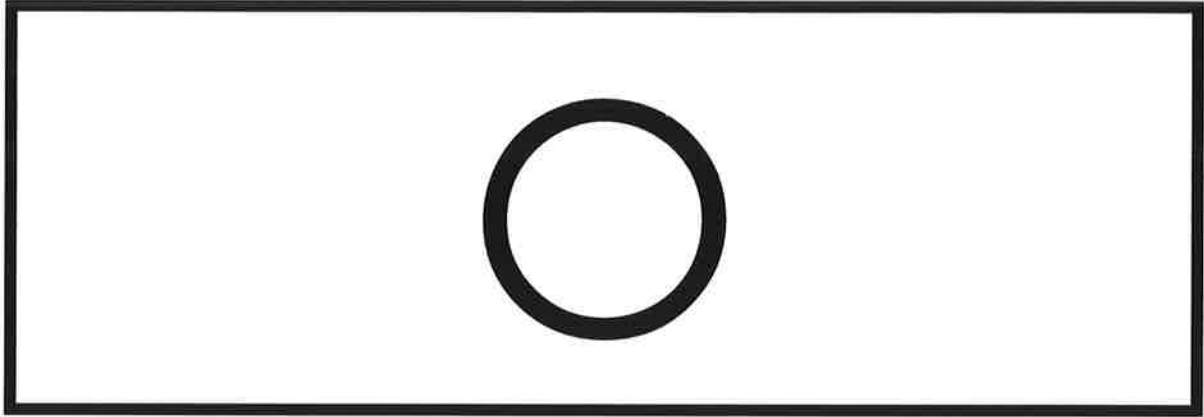
  
Vandy V. Jones, III  
County Administrator

N

Homeownership Plan



**N/A**



Plan of Development  
Certification Letter

N/A

P

Copies of 8609s to  
Certify Developer  
Experience and  
Partnership agreements

## VHDA Experienced LIHTC Developers

### Notes:

Updated: 2/26/2019

I Listed if 'named' Controlling General Partner or Managing Member (as confirmed by supporting documentation)

I Listed if documentation supported at least 6 LIHTC developments

I Listed if a principal who has developed at least 3 LIHTC deals and has at least \$500,000 in liquid assets

See LIHTC Manual for instructions on being added to this list

### INDIVIDUALS

1 Alexander, Randall P.	28 Franklin, Wendell C.	55 Orth, Kevin
2 Arista, Roberto	29 Friedman, Mitchell M.	56 Parent, Brian
3 Barnhart, Richard K.	30 Gardner, Mark E.	57 Park, Richard A.
4 Baron, Richard	31 Gunderman, Timothy L.	58 Park, William N.
5 Bennett, Vincent R.	32 Haskins, Robert G.	59 Pasquesi, R.J.
6 Burns, Laura P.	33 Heatwole, F. Andrew	60 Pedigo, Gerald K.
7 Chapman, Tim	34 Honeycutt, Thomas W.	61 Poulin, Brian M.
8 Cohen, Howard Earl	35 Hunt, Michael C.	62 Quccener, Brad
9 Connelly, T. Kevin	36 Jester, M. David	63 Ripley, F. Scott
10 Connors, Cathy	37 Johnston, Thomas M.	64 Ripley, Ronald C.
11 Copeland, M. Scott	38 Jones Kirkland, Janice	65 Ross, Stephen M.
12 Copeland, Robert O.	39 Kirkland, Milton L.	66 Salazar, Tony
13 Copeland, Todd A.	40 Kittle, Jeffery L.	67 Sari, Lisa A.
14 Cordingley, Bruce A.	41 Koogler, David M.	68 Sinito, Frank T.
15 Counselman, Richard	42 Koogler, David Mark	69 Stockmaster, Adam J.
16 Crosland, Jr., John	43 Lancaster, Dale	70 Stoffregen, Phillip J.
17 Curtis, Lawrence H.	44 Lawson, Phillip O.	71 Surber, Jen
18 Daigle, Marc	45 Lawson, Steve	72 Valey, Ernst
19 Dambly, Mark H.	46 Leon, Miles B.	73 Uram, David
20 Deutch, David O.	47 Lewis, David R.	74 Woda, Jeffrey J.
21 Dischinger, Chris	48 Margolis, Robert B.	75 Wohl, Michael D.
22 Douglas, David D.	49 McCormack, Kevin	76 Wolfson, III, Louis
23 Edmondson, Jim	50 McNamara, Michael L.	
24 Ellis, Gary D.	51 Melton, Melvin B.	
25 Fekas, William L.	52 Midura, Ronald J.	
26 Fitch, Hollis M.	53 Mirmelstein, George	
27 Fore, Richard L.	54 Nelson, IV, John M.	

### NON-PROFITS, LHAs & (PUBLICLY TRADED) CORPORATIONS

- 1 AHC, Inc.
- 2 Alexandria RHA
- 3 Arlington Partnership for Affordable Housing (APAH)
- 4 Better Housing Coalition
- 5 Buckeye Community Hope Foundation
- 6 Community Housing Partners
- 7 Community Housing, Inc.
- 8 ElderHomes (dba Project: Homes)
- 9 Enterprise Homes, Inc
- 10 Fairfax County RHA
- 11 Homes for America, Inc.
- 12 Humanities Foundation, Inc.
- 13 Huntington Housing, Inc.
- 14 Newport News RHA
- 15 NHT Communities
- 16 Norfolk Redevelopment Housing Authority
- 17 People Incorporated
- 18 Piedmont Housing Alliance
- 19 Portsmouth RHA
- 20 RHA/Housing, Inc.
- 21 The Community Builders
- 22 Virginia Supportive Housing



Q

Documentation of Rental  
Assistance

**RENTAL ASSISTANCE AGREEMENT**

CASE NO.	55-014-761948488
PROJECT NO.	017

This Agreement effective on the 1st day of March, 2018 between Birch Island Limited Partnership ("borrower") and its successors and the United States of America acting through the Rural Housing Service ("the Government") pursuant to section 521 (a)(2)(A) of Title V of the Housing Act of 1949.

In consideration of the mutual covenants set forth, the Parties agree as follows:

**Section 1** The Government agrees to provide rental assistance in accordance with its governing rules and regulations for the number of units of housing provided according to the attached Form RD 3560-51 (Part III), "Multiple Housing Obligation-Fund Analysis," or RD 3560-55, "Multiple Family Housing Transfer of Rental Assistance," for the project located

at 10322 Penny Lane, Wakefield, VA 23888

and known as Birch Island Apartments consisting of 48 units. The Government will pay the difference between the Government approved shelter cost for the project and the monthly tenant contribution as calculated and certified for each tenant household on Form RD 3560-8, "Tenant Certification." Additional attachments of Form 3560-51 (Part III) or Form RD 3560-55 may be made to, and shall become a part of, this Agreement when properly identified by case number, project number, dated, and duly executed by both parties.

**Section 2** The borrower agrees to abide by the present and future regulations of the Government in the administration of this program.

**Section 3** Borrower agrees to use due diligence in the verification and certification of tenants' incomes.

**Section 4** In the event that any tenant suffers a hardship because rental assistance may not be available in the project because of the limitations on the number of units from the Government, the borrower may request additional units. If the Government provides additional units, then copies of the obligation screens will be attached by the Government to, and become a part of, this Agreement.

**Section 5** Borrower agrees to comply with Government priorities for selecting tenants that receive rental assistance.

**Section 6 Provisions Applicable if the Borrower is a Cooperative -**

When the Borrower is a Cooperative:

(a) The term "tenant or occupant" will include a member of a cooperative. The term "household contribution" or "rent" will include the charges under the occupancy agreement between the member and the cooperative.

(b) A member of a cooperative approved for rental assistance shall agree upon a sale of their membership, any equity attributable to supplemental rent payments will be paid to the Government through the cooperative.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

**Section 7 Renegotiation, Modification, Transfer, Termination -**

(a) The provisions of the Agreement may be modified, amended, or terminated, upon written agreement of the parties.

(b) If the borrower defaults under any provision of the loan agreement, resolution, note, interest credit agreement, security instrument, or other supplementary or related agreements, or violates any program regulations, then the Government may suspend or terminate this Agreement on any specified date following the default.

(c) If the Government determines that rental assistance units are not being used after initial rent-up or are not needed because of a lack of eligible tenants in the area, then they may be transferred to another project.

**Section 8 Term of Agreement and Condition for Termination -**

(a) This Agreement and its attachments, and any additional rental assistance will expire automatically upon total disbursement or credit of rental assistance to the borrower's account, unless earlier suspended, transferred or terminated according to section 7 of this Agreement.

(b) The attachments, Form RD 3560-51 (Part III) or RD 3560-55, to this Agreement are not renewable. If additional rental assistance is needed, the borrower may submit a "Request for Rental Assistance" on Form RD 3560-7 (Budget) at anytime. If additional or replacement units are provided, a copy of the AMAS Screen MIBI will be attached to and become a part this Agreement.

**Section 9 Special Conditions -** The borrower agrees that RD may attach a duly executed Form RD 3560-51 (Part III) or RD 3560-55, to this Agreement and that it becomes a part hereof, and may be identified in Section 10 below.

\_\_\_\_\_  
*(Borrower)*  
  
 \_\_\_\_\_  
 \_\_\_\_\_

RURAL HOUSING SERVICE

By:  \_\_\_\_\_

Area Specialist \_\_\_\_\_

Date: 2/22/18

**Section 10 Record of Attachments For RD 3560-51 (Part III) or RD 3560-55**

AGREEMENT #		#	UNITS	
140200		32		\$ 132,480.00
150100		32		\$ 145,536.00
160100		32		\$ 173,221.00
170100		32		\$ 172,239.00
180100		32		\$ 199,730.00
				\$
				\$
				\$
				\$
				\$



Filters >> State:ALL  
 Management Agent/Borrower:ALL  
 Assigned To:ALL  
 Project Name:BIRCH ISLAND APTS  
 Expiration:NA  
 Servicing Office:ALL  
 Fund Code:ALL  
 Labor Housing Type:ALL  
 Fiscal Year:ALL  
 Usable Units:ALL  
 County:ALL  
 Paid Code:Active  
 Agreement Status:  
 Unpaid Bal Filter:UNPAID  
 Detail:Y  
 Summary:Y

Sort >> State/Servicing Office/County/Project Name

St	Srv Off	Cty	Project Name	Case Nbr	Agmrnt Number	Apprvl Date	Type	Amt Oblg	Amt Vouchered	Unpaid Balance	Replaced By Agrmnt	Oblg Units	Usable Units
55	604	14	BIRCH ISLAND APTS	55-14-76194E488 01-7	180100	02/01/2018	B	199,730.00	182,038.00	17,692.00	190100	32	Y
					190100	02/04/2019	B	205,412.00	0.00	205,412.00		32	Y

Total Number of Tenants Receiving RA:32  
 Active RA Units:32  
 Average Months RA Usage from Project Payments: 15973.73  
 Number of Months RA Remaining at Average Usage:13

R

Documentation of  
Operating Budget

BIRCH ISLAND LIMITED PARTNERSHIP  
DBA BIRCH ISLAND APARTMENTS  
RD PROJECT NO: 55-014-761948488

FINANCIAL STATEMENTS  
(WITH SUPPLEMENTAL INFORMATION)  
AND INDEPENDENT AUDITOR'S REPORT

DECEMBER 31, 2017 AND 2016

**TIDWELL**  
 **group**



Birch Island Limited Partnership

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## INDEPENDENT AUDITOR'S REPORT

To the Partners of  
Birch Island Limited Partnership

We have audited the accompanying financial statements of Birch Island Limited Partnership, which comprise the balance sheet as of December 31, 2017, and the related statements of operations, partners' equity (deficit) and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Birch Island Limited Partnership, as of December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

The financial statements of Birch Island Limited Partnership, as of December 31, 2016, were audited by other auditors whose report dated March 10, 2017 expressed an unmodified opinion on those statements.

## **Report on Supplemental Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplemental information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 19, 2018 on our consideration of Birch Island Limited Partnership's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Birch Island Limited Partnership's internal control over financial reporting and compliance.

*Tidwell Group, LLC*

Columbus, Ohio  
March 19, 2018

Birch Island Limited Partnership

BALANCE SHEETS

December 31, 2017 and 2016

	<u>ASSETS</u>	
	<u>2017</u>	<u>2016</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 24,184	\$ 37,495
Tenant accounts receivable	1,371	10,863
Prepaid expenses	1,950	1,912
	<u>27,505</u>	<u>50,270</u>
<b>RESTRICTED DEPOSITS AND FUNDED RESERVES</b>		
Tenant security deposits	24,003	21,965
Replacement reserve	115,660	96,880
Real estate tax and insurance escrow	5,704	5,290
	<u>145,367</u>	<u>124,135</u>
<b>RENTAL PROPERTY</b>		
Building and improvements	2,091,074	2,091,074
Furniture and equipment	366,444	366,444
	<u>2,457,518</u>	<u>2,457,518</u>
Accumulated depreciation	<u>(1,734,999)</u>	<u>(1,663,761)</u>
	722,519	793,757
Land	<u>105,600</u>	<u>105,600</u>
	<u>828,119</u>	<u>899,357</u>
Total rental property	<u>828,119</u>	<u>899,357</u>
Total assets	<u>\$ 1,000,991</u>	<u>\$ 1,073,762</u>

See notes to financial statements.

Birch Island Limited Partnership  
BALANCE SHEETS - CONTINUED  
December 31, 2017 and 2016

LIABILITIES AND TOTAL PARTNERS' EQUITY (DEFICIT)

	2017	2016
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 5,435	\$ 6,114
Property management fee payable	2,773	2,679
Current maturities of long-term debt	12,098	12,259
Total current liabilities	20,306	21,052
<b>DEPOSITS AND PREPAID LIABILITY</b>		
Tenant security deposits	23,349	20,965
Prepaid rent	155	88
Total deposits and prepaid liability	23,504	21,053
<b>LONG-TERM LIABILITIES</b>		
Mortgages payable, net	1,534,072	1,547,232
Due to partners	26,588	50,542
Total long-term liabilities	1,560,660	1,597,774
Total liabilities	1,604,470	1,639,879
Partners' equity (deficit)	(603,479)	(566,117)
Total liabilities and partners' equity (deficit)	\$ 1,000,991	\$ 1,073,762

See notes to financial statements.



Birch Island Limited Partnership

STATEMENTS OF OPERATIONS

Years ended December 31, 2017 and 2016

	2017	2016
Revenue		
Rental income	\$ 169,989	\$ 169,541
Overage	(5)	-
Tenant utility allowance	(2,890)	(3,303)
Tenant assistance payments	174,518	171,194
Potential rental income	341,612	337,432
Vacancies and concessions	(19,079)	(15,763)
Application fees	331	264
Other operating income	285	-
Laundry and vending	2,784	3,034
Tenant charges	2,423	6,085
Total revenue	<u>328,356</u>	<u>331,052</u>
Operating expenses		
Operating and maintenance	75,783	75,623
Utilities	30,065	38,234
Administrative	114,290	104,570
Taxes and insurance	21,580	21,687
Bad debts	5,267	106
Total operating expenses	<u>246,985</u>	<u>240,220</u>
Net operating income (loss)	<u>81,371</u>	<u>90,832</u>
Other income (expense)		
Interest income	123	50
Interest expense	(29,410)	(31,311)
Interest subsidy income	79,684	80,203
Interest subsidy expense	(79,684)	(80,203)
Major repairs and replacement	(18,208)	(5,381)
Partnership administration fee	-	(18,690)
Depreciation	(71,238)	(71,353)
Total other income (expense)	<u>(118,733)</u>	<u>(126,685)</u>
Net loss	<u>\$ (37,362)</u>	<u>\$ (35,853)</u>

See notes to financial statements.

Birch Island Limited Partnership

STATEMENTS OF PARTNERS' EQUITY (DEFICIT)

Years ended December 31, 2017 and 2016

	<u>General Partner</u>	<u>Limited Partner</u>	<u>Total Partners' Equity (Deficit)</u>
Balance, January 1, 2016	\$ (1,123)	\$ (528,141)	\$ (529,264)
Net loss	(36)	(35,817)	(35,853)
Distributions	<u>-</u>	<u>(1,000)</u>	<u>(1,000)</u>
Balance, December 31, 2016	(1,159)	(564,958)	(566,117)
Net loss	<u>(37)</u>	<u>(37,325)</u>	<u>(37,362)</u>
Balance, December 31, 2017	<u>\$ (1,196)</u>	<u>\$ (602,283)</u>	<u>\$ (603,479)</u>
Partners' percentage of partnership losses	<u>0.10%</u>	<u>99.90%</u>	<u>100.00%</u>

See notes to financial statements.

Birch Island Limited Partnership

STATEMENTS OF CASH FLOWS

Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities		
Net loss	\$ (37,362)	\$ (35,853)
Adjustments to reconcile net loss to net cash provided by operating activities		
Depreciation	71,238	71,353
Changes in:		
Tenant accounts receivable	9,492	(10,595)
Prepaid expenses	(38)	(41)
Accounts payable	(679)	4,326
Property management fee payable	94	-
Tenant security deposits, net	346	584
Prepaid rent	67	(593)
Net cash provided by operating activities	<u>43,158</u>	<u>29,181</u>
Cash flows from investing activities		
Change in real estate tax and insurance escrows	(414)	4,946
Change in reserve for replacements	<u>(18,780)</u>	<u>(37,954)</u>
Net cash used in investing activities	<u>(19,194)</u>	<u>(33,008)</u>
Cash flows from financing activities		
Principal payments on mortgage payable	(13,321)	(11,420)
Distributions	-	(1,000)
Payments on due to partners	<u>(23,954)</u>	<u>(5,264)</u>
Net cash used in financing activities	<u>(37,275)</u>	<u>(17,684)</u>
Net decrease in cash and cash equivalents	(13,311)	(21,511)
Cash and cash equivalents, beginning	<u>37,495</u>	<u>59,006</u>
Cash and cash equivalents, ending	<u>\$ 24,184</u>	<u>\$ 37,495</u>
Supplemental disclosure of cash flow information		
Cash paid for interest	<u>\$ 29,410</u>	<u>\$ 31,311</u>

See notes to financial statements.

Birch Island Limited Partnership

NOTES TO FINANCIAL STATEMENTS

Years ended December 31, 2017 and 2016

NOTE 1 - ORGANIZATION AND NATURE OF OPERATIONS

Birch Island Limited Partnership (the Partnership) was organized in February 1997 as a Partnership to construct, maintain, and operate a 48-unit rental housing project for persons of low and moderate-income pursuant to Sections 515 and 521 of the Housing Act of 1949, as amended, which provides for interest and rental subsidies. Annual distributions to the partners are limited by RD regulations to 8% of the borrower's initial capital investment of \$311,931, or \$26,554. The project is located in Wakefield, Virginia and is currently known as Birch Island Apartments (the Project).

The Partners' interest as of December 31, 2017 and 2016 is as follows:

Birch Island, LLC (Administrative General Partner)	0.1%
Margolis Family Investments, LLC (Investment Limited Partner)	99.9%
	<u>100.0%</u>

On November 30, 2016, the previous Limited Partner's interest was purchased by Margolis Family Investments, LLC, an affiliate of the General Partner.

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The Partnership prepares its financial statements on the accrual basis of accounting consistent with the accounting principles generally accepted in the United States of America (GAAP).

Cash and Cash Equivalents

For the purpose of reporting cash flows, the Partnership considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. There were no cash equivalents as of December 31, 2017 or 2016.

Accounts Receivable and Bad Debts

Tenant rent charges for the current month are due on the first of the month. Tenants who are evicted or move-out are charged with any damages or cleaning fees, if applicable. Tenant receivable consists of amounts due for rental income, security deposits or the charges for damages and cleaning fees. The Partnership does not accrue interest on the tenant receivable balances.

Birch Island Limited Partnership

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Years ended December 31, 2017 and 2016

The Partnership has not established an allowance for doubtful accounts and does not use the reserve method for recognizing bad debts. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method. Bad debts are treated as direct write-offs in the period management determines that collection is not probable. Included in expenses are bad debts of \$5,267 and \$106 for the years ended December 31, 2017 and 2016.

Rental Property

Fixed assets are recorded at cost. Maintenance and repairs are charged to expense as incurred and improvements are capitalized. Disposals of depreciable property are recorded to the appropriate property accounts by reducing the related costs and accumulated depreciation. Depreciation is computed using the methods described below over the estimated useful lives as follows:

	<u>Method</u>	<u>Estimated useful life</u>
Buildings and improvements	MACRS	27.5 years
Land improvements	MACRS	15 years
Furniture and equipment	MACRS	5 years

Impairment of Long-lived Assets

The Partnership reviews its rental property for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. When recovery is reviewed, if the undiscounted cash flows estimated to be generated by the property are less than its carrying amount, management compares the carrying amount of the property to its fair value in order to determine whether an impairment loss has occurred. The amount of the impairment loss is equal to the excess of the asset's carrying value over its estimated fair value. No impairment losses have been recognized during the years ended December 31, 2017 or 2016.

Rental Income

Rental income is recognized as rents become due. Rental payments received in advance are deferred until earned. All leases between the Partnership and the tenants of the Project are operating leases, and terms are typically one year or less.

Advertising Costs

The Partnership's policy is to expense advertising costs when incurred.

Birch Island Limited Partnership

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Years ended December 31, 2017 and 2016

Income Taxes

The Partnership has elected to be treated as a pass-through entity for income tax purposes and, as such, is not subject to income taxes. Rather, all items of taxable income, deductions and tax credits are passed through to and are reported by its owners on their respective income tax returns. The Partnership's federal tax status as a pass-through entity is based on its legal status as a partnership. Accordingly, the Partnership is not required to take any tax positions in order to qualify as a pass-through entity. The Partnership is required to file and does file tax returns with the Internal Revenue Service and other taxing authorities. Accordingly, these financial statements do not reflect a provision for income taxes and the Partnership has no other tax positions which must be considered for disclosure. Generally, income tax returns filed by the Partnership are subject to examination by the Internal Revenue Service for a period of three years. While no income tax returns are currently being examined by the Internal Revenue Service, tax years since 2014 remain open.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results may differ from those estimates.

Reclassifications

Reclassifications have been made to the prior year balances to conform to the current year presentation. The reclassifications had no impact on partners' equity (deficit) or net income (loss).

NOTE 3 - RESTRICTED DEPOSITS AND FUNDED RESERVES

Restricted cash consists of the tenant security deposits, tax and insurance escrow and replacement reserve. The restricted cash has been established in amounts considered by the partners to be adequate and in accordance with the Partnership Agreement and loan documents. Use of the accounts is restricted as defined in the Partnership Agreement and by the lender, and therefore, has been excluded from cash in the accompanying Balance Sheets and for cash flow purposes.

Birch Island Limited Partnership

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Years ended December 31, 2017 and 2016

NOTE 4 - MORTGAGES PAYABLE

The Partnership entered into an RD mortgage note payable in monthly installments totaling \$7,729 through maturity in 2029. The Partnership also entered into an interest credit agreement with RD which provides for monthly interest subsidies totaling \$5,089, which reduces the interest rate on the mortgage from the note interest rate of 7.25% to an effective rate of 1%.

The Partnership also entered into another RD mortgage note payable in monthly installments totaling \$2,516 through maturity in 2049. The Partnership also entered into an interest credit agreement with RD which provides for monthly interest subsidies totaling \$1,595, which reduces the interest rate on the mortgage from the note interest rate of 6.75% to an effective rate of 1%.

The liability of the Partnership under the mortgage note is limited to the underlying value of the real estate collateral pledged, an assignment of leases and rents, and other amounts deposited with the lender.

Maturities of indebtedness during each of the next five years subsequent to December 31, 2017, and in the aggregate thereafter, are as follows:

2018	\$ 12,098
2019	14,127
2020	15,166
2021	16,281
2022	17,477
Thereafter	<u>1,471,021</u>
Total	1,546,170
Less current maturities	<u>(12,098)</u>
Net long-term portion	<u><u>\$ 1,534,072</u></u>

Under the Loan Agreements with RD, the Partnership is required to make monthly deposits into the reserve for replacement account, and is subject to operating and return to owner restrictions.

There has been no significant change in interest rates available to the Partnership. Therefore, the fair value of the mortgage notes approximate the book values.

Birch Island Limited Partnership

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Years ended December 31, 2017 and 2016

NOTE 5 - RELATED PARTY TRANSACTIONS

Property Management Fee

The Partnership entered into an agreement with TM Associates Management, Inc., a related party, in connection with the management of the rental operations of the Project. During the years ended December 31, 2017 and 2016, property management fee expense of \$32,264 and \$31,692, respectively, has been charged to operations. As of December 31, 2017 and 2016, \$2,773 and \$2,679, respectively, remained payable.

Management Services

The management agent provides administrative services to the Partnership. The management agent was reimbursed \$99,510 and \$89,378 for the cost of site employee payroll and employee benefits during the years ended December 31, 2017 and 2016, respectively.

Insurance

The Partnership paid insurance premiums to the Chubb Group of Insurance Companies (Chubb) for coverages required under the partnership agreement and by the lender. Chubb in turn ceded a portion of the risk to Rural Housing Reinsurance Company International Ltd. in which principals of the partners own a minority interest through an affiliate. During the years ended December 31, 2017 and 2016, the premiums paid totaled \$11,701 and \$11,519, respectively.

Partnership Administration Fee

The partnership shall pay to the General Partner an annual partnership administration fee in the amount of \$18,690, plus 80% of net cash flow as defined in the partnership agreement which shall not exceed \$23,690 in any year. To the extent in any year there is excess cash flow over \$23,690, then the excess can be paid for any previous shortfalls. The partnership administration fees paid totaled \$-0- and \$18,690 in 2017 and 2016, respectively.

Priority Distribution

The Partnership shall pay the Investment Limited Partner a priority distribution of \$1,000. The priority distribution is payable solely from cash flow. Distributions paid in 2017 and 2016 totaled \$-0- and \$1,000, respectively.



Birch Island Limited Partnership

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Years ended December 31, 2017 and 2016

Due to Partners

The partnership agreement provides for various obligations of the General Partner including their obligation to provide funds for the completion of development and funding of operating deficits. As a result of these obligations, the General Partner and its affiliates have advanced funds to the Partnership to pay certain construction related costs and various costs of operations. The advances are to be repaid without interest from available return to owner. Amounts owed in relation to these advances as of December 31, 2017 and 2016 totaled \$26,588 and \$50,542, respectively.

NOTE 6 - CONCENTRATION OF CREDIT RISK

The Partnership maintains its cash, restricted deposits, and reserves with financial institutions. The bank balances are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each bank. At times, these balances may exceed the federal insurance limits; however, the Partnership has not experienced any losses with respect to its bank balances in excess of government provided insurance. Management believes that no significant concentration of credit risk exists with respect to these bank balances at December 31, 2017 or 2016.

NOTE 7 - CURRENT VULNERABILITY DUE TO CERTAIN CONCENTRATIONS

The Partnership's sole asset is the 48-unit Project. The Partnership's operations are concentrated in the multifamily real estate market. In addition, the Partnership operates in a heavily regulated environment. The operations of the Partnership are subject to the administrative directives, rules and regulations of federal agencies, including, but not limited to, RD and the State Housing Agency. Such administrative directives and rules and regulations are subject to change by an act of Congress or an administrative change mandated by RD and the State Housing Agency. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

NOTE 8 - COMMITMENTS AND CONTINGENCIES

Low-Income Housing Tax Credits (Unaudited)

As incentive for investment equity, the Partnership applied for and received an allocation certificate for housing tax credits established by the Tax Reform Act of 1986. To qualify for the tax credits, the Partnership must meet certain requirements, including attaining a qualified basis sufficient to support the credit allocation. In addition, tenant eligibility and rental charges are restricted in accordance with Internal Revenue Code Section 42. Management has certified that each tax credit unit has met these qualifications to allow the credits allocated to each unit to be claimed.

Birch Island Limited Partnership

NOTES TO FINANCIAL STATEMENTS - CONTINUED

Years ended December 31, 2017 and 2016

Compliance with these regulations must be maintained in each of the fifteen consecutive years of the compliance period. Failure to maintain compliance with occupant eligibility, unit gross rent, or to correct noncompliance within a reasonable time period could result in recapture of previously claimed tax credits plus interest.

The Partnership claimed its final allotment of tax credits in 2010 and must maintain compliance with the program regulations through December 31, 2014 to insure that previously claimed tax credits will not be subject to recapture.

Interest Credit Agreement

Under an agreement with RD, a mortgage subsidy is provided which reduces the effective interest rate on the mortgage to approximately 1% over the life of the loan agreement. RD may terminate the agreement if it determines that no subsidy is necessary or if the Partnership is determined to be in violation of the loan agreement or RD rules and regulations.

Rental Assistance Agreement

The Partnership has entered into a Rental Assistance Agreement with RD to provide rental assistance. The agreement provides for a maximum rental assistance commitment and expires automatically upon total disbursement of this amount, but is then renewable under contract with RD pending congressional approval of budget authority.

Restrictive Covenant

The Partnership is bound by a restrictive covenant. The covenant states that 100% of the project property must be maintained as low-income housing for an initial compliance period of 15 years, and for the extended use period, unless terminated after the end of the initial 15-year period.

NOTE 9 - SUBSEQUENT EVENTS

Events that occur after the balance sheet date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the balance sheet date are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the balance sheet date require disclosure in the accompanying notes. Management has evaluated the activity of Birch Island Limited Partnership through March 19, 2018 (the date the financial statements were available to be issued) and concluded that no subsequent events have occurred that would require recognition in the Financial Statements or disclosure in the Notes to the Financial Statements.

SUPPLEMENTAL INFORMATION

Birch Island Limited Partnership

MANAGEMENT FEE CALCULATION, INSURANCE DISCLOSURE  
AND RETURN TO OWNER

Year ended December 31, 2017

**1. Management Fee Calculation**

The management fee is based on a fee per unit occupied by tenants during one month.

Total qualified units (48 units * 12 months)	192	384
Less: Vacancies	6	20
Total occupied units	<u>186</u>	<u>364</u>
Fee per unit (Effective May 1, 2017)	<u>\$ 58</u>	<u>\$ 59</u>
Calculated management fee expense	<u>\$ 10,788</u>	<u>\$ 21,476</u>
Total calculated management fee expense		<u><u>\$ 32,264</u></u>
Management fee expense		<u><u>\$ 32,264</u></u>

**2. Insurance Disclosure**

The Partnership maintains insurance coverage as follows:

	<u>Deductible</u>	<u>Coverage</u>
Property coverage on buildings	\$ 1,000	\$ 4,455,827
Comprehensive business liability	Nil	\$ 1,000,000
Fidelity/employee dishonesty	\$ 2,500	\$ 1,000,000

**3. Return to Owner**

In accordance with the loan agreement, the annual return to owner is as follows:

Maximum return to Owner (see note 1)	<u><u>\$ 26,554</u></u>
Budgeted return to Owner	<u><u>\$ 24,954</u></u>
Return to Owner paid	
Payment on due to partners	<u><u>\$ 23,954</u></u>

See Independent Auditor's Report.

Position 3  
**MULTI-FAMILY HOUSING  
 BORROWER BALANCE SHEET  
 PART I - BALANCE SHEET**

PROJECT NAME	BORROWER NAME	BORROWER ID AND PROJECT NO.		
Birch Island Apartments	Birch Island Limited Partnership	RD Project No: 55-014-761948488		
<u>ASSETS</u>	BEGINNING DATES> ENDING DATES>	CURRENT YEAR 1/1/2017 12/31/2017	PRIOR YEAR 1/1/2016 12/31/2016	COMMENTS
<b>CURRENT ASSETS</b>				
1. GENERAL OPERATING ACCOUNT		\$ 24,184	\$ 37,495	
2. R.E. TAX & INSURANCE ACCOUNT		5,704	5,290	
3. RESERVE ACCOUNT		115,660	96,880	
4. SECURITY DEPOSIT ACCOUNT		24,003	21,965	
5. OTHER CASH ( <i>Identify</i> )		-	-	
6. OTHER ( <i>Identify</i> )		-	-	
7. TOTAL ACCOUNTS RECEIVABLE ( <i>Attach list</i> )		1,371	10,863	
ACCTS RCVBL 0-30 DAYS	\$ 1,371		4,518	
ACCTS RCVBL 30-60 DAYS	\$ -		2,141	
ACCTS RCVBL 60-90 DAYS	\$ -		319	
ACCTS RCVBL OVER 90 DAYS	\$ -		3,885	
8. LESS: ALLOWANCE FOR DOUBTFUL ACCOUNTS		-	-	
9. INVENTORIES ( <i>Supplies</i> )		-	-	
10. PREPAYMENTS		1,950	1,912	
11. _____		-	-	
12. <b>TOTAL CURRENT ASSETS</b> ( <i>Add 1 thru 11</i> )		<b>172,872</b>	<b>174,405</b>	
<b>FIXED ASSETS</b>				
13. LAND		105,600	105,600	
14. BUILDINGS		2,091,074	2,091,074	
15. LESS: ACCUMULATED DEPRECIATION		(1,372,393)	(1,301,856)	
16. FURNITURE & EQUIPMENT		366,444	366,444	
17. LESS: ACCUMULATED DEPRECIATION		(362,606)	(361,905)	
18. _____		-	-	
19. <b>TOTAL FIXED ASSETS</b> ( <i>Add 13 thru 18</i> )		<b>828,119</b>	<b>899,357</b>	
<b>OTHER ASSETS</b>				
20. _____		-	-	
21. <b>TOTAL ASSETS</b> ( <i>Add 12, 19 and 20</i> )		<b>\$ 1,000,991</b>	<b>\$ 1,073,762</b>	
<b>LIABILITIES AND OWNERS EQUITY</b>				
<b>CURRENT LIABILITIES</b>				
22. TOTAL ACCOUNTS PAYABLE ( <i>Attach list</i> )		\$ 3,808	\$ 2,693	
ACCTS PAYABLE 0-30 DAYS	\$ 3,808		2,679	
ACCTS PAYABLE 30-60 DAYS	\$ -		-	
ACCTS PAYABLE 60-90 DAYS	\$ -		14	
ACCTS PAYABLE OVER 90 DAYS	\$ -		-	
23. NOTES PAYABLE ( <i>Attach list</i> ) ( <i>Accrued expenses</i> )		4,555	6,188	
24. SECURITY DEPOSITS		23,349	20,965	
25. <b>TOTAL CURRENT LIABILITIES</b> ( <i>Add 22 thru 24</i> )		<b>\$ 31,712</b>	<b>\$ 29,846</b>	

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

See Independent Auditor's Report.

**LONG-TERM LIABILITIES**

26. NOTES PAYABLE RURAL DEVELOPMENT

\$	1,546,170	\$	1,559,491	
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27. OTHER (Identify)

	26,588		50,542	Due to partners
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28. **TOTAL LONG-TERM LIABILITIES** (Add 26 and 27)

	<b>1,572,758</b>		<b>1,610,033</b>	
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29. **TOTAL LIABILITIES** (Add 25 and 28)

	<b>1,604,470</b>		<b>1,639,879</b>	
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30. OWNER'S EQUITY (Net Worth) (21 minus 29)

	(603,479)		(566,117)	
--	-----------	--	-----------	--

31. **TOTAL LIABILITIES AND OWNER'S EQUITY**  
(Add 29 and 30)

\$	<b>1,000,991</b>	\$	<b>1,073,762</b>	
----	------------------	----	------------------	--

**Warning:** Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement of entry, shall be fined under this title or imprisoned not more than five years, or both."

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Borrower or Borrower's Representative)

\_\_\_\_\_  
(Title)

**PART II - THIRD PARTY VERIFICATION OF REVIEW**

I/We have reviewed the borrower's records. The accompanying balance sheet, and statement of actual budget and income on Form RD 3560-7, is a fair presentation of the borrower's records.

I/We certify that no identity of interest exists between me/us and any individual or organization doing business with the project or borrower.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Address)

\* In lieu of the above verification and signature, an audit completed, dated and signed by a person or firm qualified by license or certification is attached.

**See Independent Auditor's Report.**

Position 3  
MULTIPLE FAMILY HOUSING PROJECT BUDGET/  
UTILITY ALLOWANCE

PROJECT NAME Birch Island Apartments		BORROWER NAME Birch Island Limited Partnership		BORROWER ID AND PROJECT NO. RD Project No: 55-014-761948488	
Loan/Transfer Amount \$ 1,675,838		Note Rate Payment \$ 10,245		IC Payment \$ 3,561	
Reporting Period	Budget Type	Project Rental type	Profit Type	The following utilities are <input type="checkbox"/> I hereby request ___	
<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Initial	<input checked="" type="checkbox"/> Family	<input type="checkbox"/> Full Profit	master metered: units of RA. Current # of	
<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Regular Report	<input type="checkbox"/> Elderly	<input checked="" type="checkbox"/> Limited Profit	<input type="checkbox"/> Electricity of RA units _____	
<input type="checkbox"/> Monthly	<input type="checkbox"/> Rent Change	<input type="checkbox"/> Congregate	<input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> Water Borrower Accounting Method	
	<input type="checkbox"/> SMR	<input type="checkbox"/> Group Home		<input checked="" type="checkbox"/> Trash <input type="checkbox"/> Gas <input type="checkbox"/> Cash	
	<input type="checkbox"/> Other Servicing	<input type="checkbox"/> Mixed <input type="checkbox"/> LH		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Sewer <input checked="" type="checkbox"/> Accrual	

PART I - CASH FLOW STATEMENT

	CURRENT BUDGET (UNAUDITED)	ACTUAL	PROPOSED BUDGET (UNAUDITED)	COMMENTS or (YTD)
Beginning Dates >	1/1/2017	1/1/2017	1/1/2018	
Ending Dates >	12/31/2017	12/31/2017	12/31/2018	
<b>OPERATIONAL CASH SOURCES</b>				
1. RENTAL INCOME	-	150,910	-	
2. RHS RENTAL ASSISTANCE RECEIVED	-	174,518	-	
3. APPLICATION FEES RECEIVED	-	331	-	
4. LAUNDRY AND VENDING	-	2,784	-	
5. INTEREST INCOME	-	123	-	
6. TENANT CHARGES	-	2,423	-	
7. OTHER - PROJECT SOURCES	-	285	-	
8. LESS (Vacancy & Contingency Allowance)	-	-	-	
9. LESS (Agency Approved Incentive Allowance)	-	-	-	
10. SUBTOTAL ((1 thru 7) - ( 8 & 9 )):	-	331,374	-	
<b>NON-OPERATIONAL CASH SOURCES</b>				
11. CASH - NON-PROJECT	-	-	-	
12. AUTHORIZED LOAN (Non-RHS)	-	-	-	
13. TRANSFER FROM RESERVE	-	18,208	-	
14. SUB-TOTAL ( 11 thru 13 ):	-	18,208	-	
15. TOTAL CASH SOURCES (10+14)	-	349,582	-	
<b>OPERATIONAL CASH USES</b>				
16. TOTAL O&M EXPENSES (from Part II)	-	241,718	-	
17. RHS DEBT PAYMENT	-	42,731	-	
18. RHS PAYMENT (Overage)		5		
19. RHS PAYMENT (Late fee)		-		
20. REDUCTION IN PRIOR YEAR PAYABLES		-		
21. TENANT UTILITY PAYMENTS		2,890		
22. TRANSFER TO RESERVE	-	36,988	-	
23. RETURN TO OWNER / NP ASSET MANAGEMENT FEE	-	23,954	-	
24. SUB-TOTAL ( 16 thru 23 ):	-	348,286	-	
<b>NON-OPERATIONAL CASH USES</b>				
25. AUTHORIZED DEBT PAYMENT (Non-RHS)	-	-	-	
26. ANNUAL CAPITAL BUDGET (From Part III, Lines 4-6)	-	18,208	-	
27. MISCELLANEOUS - Bad debts	-	5,267	-	
28. SUB-TOTAL (25 thru 27):	-	23,475	-	
29. TOTAL CASH USES (24+28):	-	371,761	-	
30. NET CASH (DEFICIT) (15-29):	-	(22,179)	-	
<b>CASH BALANCE</b>				
31. BEGINNING CASH BALANCE	-	42,785	-	
32. ACCRUAL TO CASH ADJUSTMENT	-	9,282	-	
33. ENDING CASH BALANCE (30+31+32):	-	29,888	-	

See Independent Auditor's Report.

**PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE**

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
1. MAINTENANCE AND REPAIRS PAYROLL	-	42,483	-	
2. MAINTENANCE AND REPAIRS SUPPLY	-	14,857	-	
3. MAINTENANCE AND REPAIRS CONTRACT	-	10,366	-	
4. PAINTING	-	3,166	-	
5. SNOW REMOVAL	-	-	-	
6. ELEVATOR MAINTENANCE/CONTRACT	-	-	-	
7. GROUNDS	-	2,547	-	
8. SERVICES	-	2,364	-	
9. ANNUAL CAPITAL BUDGET (From Part V - Operating)	-	-	-	
10. OTHER OPERATING EXPENSES (Itemize)	-	-	-	
11. SUB-TOTAL MAINT & OPERATING (1 thru 10)	-	<b>75,783</b>	-	
12. ELECTRICITY ] <i>If master metered</i>	-	2,745	-	
13. WATER ] <i>check box</i>	-	8,467	-	
14. SEWER ] <i>on front</i>	-	11,285	-	
15. FUEL (Oil/Coal/Gas)	-	3,011	-	
16. GARBAGE & TRASH REMOVAL	-	4,557	-	
17. OTHER UTILITIES	-	-	-	
18. SUB-TOTAL UTILITIES (12 thru 17)	-	<b>30,065</b>	-	
19. SITE MANAGEMENT PAYROLL	-	36,417	-	
20. MANAGEMENT FEE	-	32,264	-	
21. PROJECT AUDITING EXPENSE	-	8,550	-	
22. PROJECT BOOKKEEPING/ACCOUNTING	-	-	-	
23. LEGAL EXPENSES	-	896	-	
24. ADVERTISING	-	918	-	
25. TELEPHONE & ANSWERING SERVICE	-	2,354	-	
26. OFFICE SUPPLIES	-	6,230	-	
27. OFFICE FURNITURE & EQUIPMENT	-	-	-	
28. TRAINING EXPENSE	-	2,743	-	
29. HEALTH INSURANCE & OTHER EMP.BENEFITS	-	11,114	-	
30. PAYROLL TAXES	-	9,496	-	
31. WORKMEN'S COMPENSATION	-	2,147	-	
32. OTHER ADMINISTRATIVE EXPENSES (Itemize)	-	1,161	-	
33. SUB-TOTAL ADMINISTRATIVE (19 thru 32)	-	<b>114,290</b>	-	
34. REAL ESTATE TAXES	-	8,543	-	
35. SPECIAL ASSESSMENTS	-	-	-	
36. OTHER TAXES, LICENSES AND PERMITS	-	1,374	-	
37. PROPERTY & LIABILITY INSURANCE	-	11,612	-	
38. FIDELITY COVERAGE INSURANCE	-	51	-	
39. OTHER INSURANCE	-	-	-	
40. SUB-TOTAL TAXES AND INS. (34 thru 39)	-	<b>21,580</b>	-	
41. TOTAL O & M EXPENSES (11+18+33+40)	-	<b>241,718</b>	-	

See Independent Auditor's Report.



**PART III - ACCOUNT BUDGETING/STATUS**

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
<b>RESERVE ACCOUNT</b>				
1. BEGINNING BALANCE	-	96,880	-	
2. TRANSFER TO RESERVE	-	36,988	-	
TRANSFER FROM RESERVE				
3. OPERATING DEFICIT	-	-	-	
4. ANNUAL CAPITAL BUDGET <i>(Part V - Reserve)</i>	-	18,208	-	
5. BUILDING & EQUIPMENT REPAIR	-	-	-	
6. OTHER NON-OPERATING EXPENSES	-	-	-	
7. TOTAL <i>(3 thru 6)</i>	-	18,208	-	
8. ENDING BALANCE <i>{{(1+2)-7}</i>	-	115,660	-	

**GENERAL OPERATING ACCOUNT \***

BEGINNING BALANCE	37,495	
ENDING BALANCE	24,184	

**REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNT \***

BEGINNING BALANCE	5,290	
ENDING BALANCE	5,704	

**TENANT SECURITY DEPOSIT ACCOUNT \***

BEGINNING BALANCE	21,965	
ENDING BALANCE	24,003	

*(\* complete upon submission of actual expenses)*

Budget		
Number of applicants on the waiting list		Reserve account req'd balance
Number of applicants needing RA		Amount ahead/behind

See Independent Auditor's Report.

**PART IV -- RENT SCHEDULE AND UTILITY ALLOWANCE**

**A. CURRENT APPROVED RENTS/UTILITY ALLOWANCE:**

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
CURRENT RENT TOTALS									
						BASIC	NOTE	HUD	

**B. PROPOSED RENTS - Effective Date:**

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
PROPOSED RENT TOTALS									
						BASIC	NOTE	HUD	

**C. PROPOSED UTILITY ALLOWANCE - Effective Date:**

MONTHLY DOLLAR ALLOWANCES									
BR SIZE	UNIT TYPE	NUMBER	ELECTRIC	GAS	WATER	SEWER	TRASH	OTHER	TOTAL

See Independent Auditor's Report.

**PART V - ANNUAL CAPITAL BUDGET**

		Proposed Number of Units/Items	Proposed From Reserve	Actual From Reserve	Proposed From Operating	Actual From Operating	Actual Total Cost	Total Actual Units/Items
<b>Appliances</b>								
	Range	-	-	1,466	-	-	1,466	4
	Refrigerator	-	-	980	-	-	980	2
	Range Hood	-	-	-	-	-	-	-
	Washer/Dryers	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-
<b>Carpet and vinyl</b>								
	1 br	-	-	1,882	-	-	1,882	1
	2 br	-	-	6,566	-	-	6,566	3
	3 br	-	-	5,948	-	-	5,948	2
	4 br	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-
<b>Cabinets</b>								
	Kitchen	-	-	-	-	-	-	-
	Bathroom	-	-	-	-	-	-	-
<b>Doors</b>								
	Exterior	-	-	366	-	-	366	2
	Interior	-	-	-	-	-	-	-
<b>Window coverings</b>								
	List	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-
<b>Heating/Air conditioning</b>								
	Heating	-	-	-	-	-	-	-
	Air conditioning	-	-	-	-	-	-	-
<b>Plumbing</b>								
	Water heater	-	-	410	-	-	410	1
	Bath sinks	-	-	-	-	-	-	-
	Kitchen sinks	-	-	-	-	-	-	-
	Faucets	-	-	-	-	-	-	-
	Toilets	-	-	-	-	-	-	-
	Other: Pipe repair	-	-	590	-	-	590	1
<b>Major electrical</b>								
	List	-	-	-	-	-	-	-
	Other:	-	-	-	-	-	-	-
<b>Structures</b>								
	Windows	-	-	-	-	-	-	-
	Screens	-	-	-	-	-	-	-
	Walls	-	-	-	-	-	-	-
	Roofing	-	-	-	-	-	-	-
	Siding	-	-	-	-	-	-	-
	Exterior paint	-	-	-	-	-	-	-
<b>Paving</b>								
	Asphalt	-	-	-	-	-	-	-
	Concrete	-	-	-	-	-	-	-
	Seal and stripe	-	-	-	-	-	-	-
<b>Landscape and grounds</b>								
	Landscaping	-	-	-	-	-	-	-
	Lawn Equipment	-	-	-	-	-	-	-
	Fencing	-	-	-	-	-	-	-
	Recreation area	-	-	-	-	-	-	-
	Signs	-	-	-	-	-	-	-
<b>Accessibility features</b>								
	Detail	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-
<b>Automation equipment</b>								
	Site mgmnt	-	-	-	-	-	-	-
	Common area	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-
<b>Other</b>								
	List:	-	-	-	-	-	-	-
	Other:	-	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENSES:</b>		-	-	18,208	-	-	18,208	16

See Independent Auditor's Report.

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**PART VI - SIGNATURES, DATES, AND COMMENTS**

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**Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies conceals or covers up by any trick, scheme, or device a material fact, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both.**

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Borrower or Borrower's Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
AGENCY APPROVAL (*Rural Development Approval Official*):

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
COMMENTS:

See Independent Auditor's Report.

Birch Island Limited Partnership

Supporting Documentation to RD Forms 3560-10 and 3560-7

Year ended December 31, 2017

	<u>2017</u>	<u>2016</u>
<u>Notes payable - current detail (Form 3560-10, line 23)</u>		
Prepaid rents	\$ 155	\$ 88
Accrued audit fees	4,400	6,100
	<u>\$ 4,555</u>	<u>\$ 6,188</u>
		<u>2017</u>
<u>Accrual to cash adjustment (Form 3560-7, line 32)</u>		
Accounts receivable		\$ 9,492
Prepaid expenses		(38)
Accounts payable		(679)
Prepaid rent		67
Property management fee		94
Tenant security deposit, net		346
		<u>\$ 9,282</u>

See Independent Auditor's Report.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Partners of  
Birch Island Limited Partnership

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Birch Island Limited Partnership, which comprise the balance sheet as of December 31, 2017, and the related statements of operations, partners' equity (deficit), and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 19, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Birch Island Limited Partnership's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Birch Island Limited Partnership's internal control. Accordingly, we do not express an opinion on the effectiveness of Birch Island Limited Partnership's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Birch Island Limited Partnership's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Tidwell Group, LLC*

Columbus, Ohio  
March 19, 2018

Birch Island Limited Partnership

SCHEDULE OF FINDINGS, QUESTIONED COSTS AND RECOMMENDATIONS

Year ended December 31, 2017

**Reportable Conditions of Non Compliance**

December 31, 2017 – None noted

**Auditee's Comments on Prior Audit Resolution Matters Related to United States Department of Agriculture Rural Development Programs**

There were no significant unresolved findings from previous annual audits, physical inspections or management review reports during our audit of the 2017 financial statements. There were no compliance findings noted during our audit of the 2017 financial statements relating to physical inspections or management reviews for which the Partnership has not taken corrective action.





S

Supportive Housing  
Certification

N/A

T

Funding Documentation



Birch Island Apartments Limited Partnership  
1375 Piccard Dr., Suite 150  
Rockville, MD 20850

March 13, 2019

Re: Letter of Intent – USDA PRLF Loan

Dear Birch Island Apartments Limited Partnership,

We are pleased that you have requested Virginia Community Capital to be lender for Birch Island Apartments in Wakefield, Virginia. We are certainly excited to be a partner in the development of this community with a total development cost estimated at almost \$6,700,000.

I am pleased to notify you that Virginia Community Capital has reviewed your initial request for providing a USDA PRLF Loan for Birch Island Apartments. Based on the information provided, financial review, and your good standing as a current VCC customer, we offer this letter as evidence of our intent to move forward towards final approval for a USDA PRLF loan in the amount of \$800,000 at 2.85%, but not to exceed 1-year LIBOR, for up to 23 years with up to a 23-year amortization period subject to additional underwriting and final loan committee approval.

As you know, VCC has been a recipient of USDA-PRLF funds since 2014. We are excited to deploy these funds only available to support the material renovation of USDA 515,514, and 516 projects and therefore, are a seamless fit with your current business model.

VCC understands that it will take some time to finalize several items to get to initial closing including your award of LIHTC financing, but we are committed to continue to work with you as a valued client to provide this loan. Please let us know if we can be of further assistance.

Very Truly Yours,  
Virginia Community Capital, Inc.

A handwritten signature in blue ink that reads 'Corbin T. Anderson'. The signature is written in a cursive style and is positioned above the printed name.

Corbin T. Anderson  
Vice President /Loan Officer  
804-703-0989





Rural Development

March 12, 2019

RD State Office

1606 Santa Rosa Rd  
Suite 238  
Richmond, VA 23229

Voice 804-287-1547  
Fax 855-636-4610

Mr. Adam J. Stockmaster  
c/o AS Squared, LLC  
1375 Piccard Drive Suite 150  
Rockville, Maryland 20850

Re: Birch Island Apartments, Wakefield, Sussex County, VA  
Purchaser: Birch Island Apartments Limited Partnership

Dear Mr. Stockmaster,

The purpose of this letter is to acknowledge your intent to submit application for the transfer of real estate security in the above referenced property.

This transfer will be processed in accordance with applicable Rural Development regulations. We anticipate approving the transfer, providing all processing guidelines and regulatory requirements are met. Both prior to and after the transfer is processed, the property will remain subject to the Rural Development below-market loans currently in place.

Moreover, we support the allocation of financing from the USDA Preservation Revolving Loan Fund ("PRLF"), as administered by Virginia Community Capital Bank, this property in the amount of \$800,000.

As always, we wish you the best of luck with your Low-Income Housing Tax Credits Application, but should you have any questions, please do not hesitate to contact the Multifamily Housing Division at 804-287-1564.

Sincerely,

ORA D. ROLLINS  
Director, Multifamily Housing Programs

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).



# Boston Capital

March 11, 2019

Mr. Adam J. Stockmaster  
AS Squared, LLC  
1375 Piccard Drive, Suite 150  
Rockville, Maryland 20850

RE: BIRCH ISLAND APARTMENTS LIMITED PARTNERSHIP (the "Partnership")  
Birch Island Apartments, Wakefield, Virginia (the "Property")

Dear Adam:

On behalf of Boston Capital ("BC"), I would like to thank you for the opportunity to present a proposal (this "Proposal Letter") for the equity financing of the Property (the "Transaction"). The parties intend to negotiate and execute binding agreements that reflect the terms of this Proposal Letter and certain other customary provisions subject to the conditions set forth below. Certain capitalized terms are more fully defined in Exhibit A attached.

## **Project Assumptions**

Based on information we have received from you, we have made the following assumptions:

### **Development Structure**

- The Partnership will acquire, rehabilitate, own and operate the Property, which will consist of 48 units in 6 buildings, including 8 one-bedroom units, 24 two-bedroom units and 16 three-bedroom units.
- BC will purchase a 99.99% limited partnership interest in the Partnership. An affiliate of BC will be the Special Limited Partner.
- The general partners of the Partnership will be AS Squared, LLC and Petersburg Community Development Corporation, Inc. (referred to as the "General Partners" even if there is only one).
- All of the obligations of the General Partners set forth in the partnership agreement of the Partnership (the "Partnership Agreement") will be guaranteed by Robert B. Margolis ("Guarantor"). The Guarantor must demonstrate to BC, in its sole and absolute discretion, its ability to provide meaningful guarantees.
- The management agent will be TM Associates Management, Inc.
- The contractor will be Canterbury Construction, Inc. Construction will be fully bonded.

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#37152148\_v2



#### Development Schedule

- BC's agreement to purchase the limited partnership interest at the pricing, terms and conditions contained in this proposal is based on the assumption that the Partnership closing, and if applicable, the financing closing, will occur on or before July 31, 2020.
- Construction will begin in August 2020 and completion will occur in May 2021.
- Initial lease up will begin in August 2020. Initial qualified occupancy will begin in January 2021.
- 100% qualified occupancy of the residential units will occur by June 2021.
- Permanent loan closing will occur by July 2021.
- Rental Achievement will occur by October 2021.

#### Financing/Assistance

- The Property will receive construction financing in the minimum amount of \$3,250,000.
- The Property will receive permanent financing in the aggregate amount of \$2,469,945, as follows:
  - a \$1,519,945 loan from USDA/Rural Development, to be assumed at close with an interest rate of 4.0% (to be subsidized with an interest credit subsidy to an effective rate of 1.0%), 50-year amortization, and a 30 year term.
  - a \$450,000 PRLF loan with an interest rate of 2.95%, 23-year amortization, and a 23-year term.
  - a \$500,000 VA FHTF loan with an interest rate of 3.00%, 30-year amortization, and a 30-year term.

The maximum amount of mortgage financing will be subject to a 1.15 DSC utilizing BC's underwritten rents, other income, operating expenses, replacement reserves and a 5.67% vacancy factor.

- All of the loans will be non-recourse during the compliance period and will be made by lenders unaffiliated with the General Partners.
- The Partnership will inherit existing reserve funds and other project cash deposits in the amount of \$163,329 of which \$50,000 will be used to rehabilitate the Property.
- The Property will benefit from a project-based USDA/Rural Development Rental Assistance Agreement that will subsidize the rent of 32 units.

#### Reserves

- An operating reserve in the amount of \$173,804 will be funded from capital sources at or before Rental Achievement. In any event, the amount of the operating reserve must represent a minimum of six months of BC's underwritten operating expenses, replacement reserve deposits and hard debt service. The operating reserve will be held by the Partnership. Any draws on the operating reserve will be replenished with cash flow from operations.
- A replacement reserve will be funded in the amount of at least \$350 per unit per year, or such greater amount as may be required pursuant to applicable loan documents.
- A construction contingency in an amount of not less than 10% of the construction contract amount will be budgeted for the sole use of the Partnership.

Tax Credits

- The Property is applying for a reservation of tax credits for the year 2019 in the amount of \$384,000 ("Projected Credit") from Virginia Housing Development Authority (VHDA). Based upon the projected development costs, the applicable fraction of the development with tax credit-qualified units and the overall qualified basis of the development, it is anticipated that the final cost certification will support full use of this reservation amount.
- The Property is eligible for the 130% basis stepup.
- Tax credits will be generated from the Property for the Partnership as follows:

\$384,000 per year for each of the years 2021 - 2030

- The Property has not been placed in service within the last ten years (unless permitted by an exception under the Code), and there is no more than 50% common ownership between the Partnership and anyone who previously placed the Property in service or the entity that will sell the Property to the Partnership.

Other Assumptions

- We have assumed 30-year depreciation for building improvements, and immediate expensing for land improvements and personal property.
- We have assumed \$90,000 will be expensed for site work in 2021 and \$168,000 will be expensed for personal property in 2021. Any change in this assumption will be evaluated and may result in revised investment terms to ensure a consistent yield to BC.
- The tax credits, depreciation and operating profits and losses of the Partnership will be allocated 99.99% to BC and 0.01% to the General Partners.
- Pricing is based on a 21% corporate tax rate and the material assumptions detailed in the proposal. Any change in these assumptions will be evaluated and may result in revised investment terms to ensure a consistent yield to BC.
- Satisfactory review of 704B capital accounts and residual value analysis by BC counsel.

**Investment Terms**

Capital Contributions

Based upon these and other assumptions contained in the materials you submitted and subject to the satisfactory completion of BC's due diligence, BC will raise equity to make capital contributions to the Partnership in the aggregate amount of \$3,359,664 (\$0.875 per dollar of tax credit) in the installment amounts and subject to the conditions set forth below:

	Conditions	Amount	Percent
1st	on the latest to occur of (i) the tax credit reservation, (ii) closing of the construction financing, (iii) receipt of a commitment acceptable to BC for the permanent financing, (iv) assumption of the USDA/RD loan, (v) receipt of all building permits and an approved set of construction drawings or (vi) admission of BC;	\$503,950	15%
2nd	on the latest to occur of (i) the Completion Date, (ii) draft cost certification, (iii) updated insurance certificates, (iv) updated title insurance policy satisfactory to BC, which policy in no event shall contain a survey exception, (v) July 1, 2021 or (vi) satisfaction of all of the conditions to the payment of all prior Installments; and	\$2,351,765	70%
3rd	on the latest to occur of (i) Cost Certification, (ii) Permanent Mortgage Commencement, (iii) Initial Full Occupancy Date, (iv) receipt of satisfactory tenant file compliance review, (v) State Designation, (vi) Rental Achievement, (vii) January 1, 2022 or (viii) satisfaction of all of the conditions to the payment of all prior Installments.	\$503,950	15%

The first installment shall be held by BC or the construction lender and disbursed upon submission of draw requests and site inspection reports, in forms approved by BC, as construction progresses.

Adjusters

The capital contributions shown above shall be subject to adjustment based on the following circumstances. Reductions in capital contributions will be affected by reductions in future installments and then, if necessary, by a payment by the General Partners back to BC at the time of determination of any excess:

Initial Basis Shortfall Adjuster – In the event that the annual tax credit which will apply for each year in the credit period, as determined at cost certification, the issuance of 8609s or at anytime thereafter by the accountants or the IRS, is less than the Projected Credit, the capital contributions will be

decreased by \$0.875 per dollar of the total credit shortfall aggregated for all ten years in the credit period.

Performance Adjuster - In the event that there is a credit shortfall or recapture of credits for any year after the Completion Date, to which the initial timing adjuster does not apply, the capital contributions will be decreased by the sum of (1) \$0.875 per dollar of the credit shortfall for such year, plus (2) the amount of any applicable recapture interest and penalties.

### **General Partners Obligations**

In addition to the Adjuster obligations noted above and certain standard obligations set forth in the Partnership Agreement, the General Partners will have the following obligations:

Development Obligation. The General Partners will guarantee delivery of a completed, lien-free project (including all final certificates of occupancy), in accordance with plans and specifications approved by BC. The General Partners will be obligated to fund without reimbursement any overruns or development deficiencies incurred to achieve project delivery and Rental Achievement and to pay the full development fee (provided that a portion of the development fee, up to the amount projected for deferral at investment closing, may be deferred and paid from cash flow).

Operating Obligation. If the Partnership incurs an Operating Deficit for any period prior to Rental Achievement, the General Partners will furnish funds to cover the Operating Deficit on a non-reimbursable basis. Thereafter, Operating Deficits incurred after Rental Achievement will be met by General Partner advances ("Operating Deficit Loans") up to a maximum outstanding amount of \$190,000. This operating obligation will be released 60 months after Rental Achievement, provided (i) that the project has averaged 115% debt service coverage (based upon audited financials) for the twelve consecutive months occurring immediately prior to the release of this obligation, (ii) that the operating reserve is fully funded, and (iii) that the Rental Assistance Agreement remains intact without material modification. Operating Deficit Loans will bear no interest and will be repayable from future available cash flow or sale proceeds. Notwithstanding the foregoing, the obligation to advance funds to pay the Asset Management Fee and to fund the replacement reserve shall not be subject to the Operating Deficit Loan cap above and shall continue for the duration of BC's investment.

Repurchase Obligation. If certain development, operational or tax credit benchmarks (such as placement in service, issuance of 8609s, Permanent Mortgage Commencement or Rental Achievement) are not achieved by outside dates to be specified in the Partnership Agreement or in the event of a foreclosure, the General Partners will be obligated to repurchase BC's interest in the Partnership for a price equal to the excess of BC's Invested Amount less capital contributions not yet paid by BC to the Partnership plus any BC loans made to the Partnership to date.

### **Fees**

Development Fee. The developer shall earn a development fee in the amount of \$684,302. Any portion thereof which is permitted to be deferred shall be paid from cash flow, provided that the General Partners shall be obligated to provide funds to pay any deferred amount outstanding on the thirteenth anniversary after the Completion Date.

Mr. Adam J. Stockmaster  
March 11, 2019  
Page 6

Partnership Management Fee. The General Partners shall receive an annual fee in the amount of \$3,600 for each year starting with 2021, payable from cash flow for such year if available.

Incentive Management Fee. The General Partners shall receive a noncumulative annual fee equal to 12% of net revenues from the Property less the base management fee, provided that it shall be paid only from the General Partners' share of cash flow under clause Sixth below.

Asset Management Fee. BC or its affiliate shall receive a guaranteed annual fee in the amount of \$3,600 for each year starting with 2021.

### **Allocation and Distributions**

Cash flow from operations after payment of operating expenses, required mortgage debt service and funding of required replacement reserves shall be distributed as follows:

- First, To BC as payment of the Asset Management Fee for the current and any prior years;
- Second, To replenish the operating reserve;
- Third, To the developer as payment of the deferred development fee if any;
- Fourth, To the General Partners to repay any Operating Deficit Loans;
- Fifth, To the General Partners as payment of the Partnership Management Fee for the current year; and
- Sixth, The remainder, 90% to the General Partners (first as payment of the Incentive Management Fee and thereafter as a distribution) and 10% to BC.

The net proceeds of a sale or refinancing shall be distributed as follows:

- First, To BC as payment of the Asset Management Fee for the current and any prior years;
- Second, To the payment of all debts and liabilities of the Partnership not otherwise provided for, first those due to BC and then those due to the General Partners or their affiliates;
- Third, To the General Partners to repay any Operating Deficit Loans; and
- Fourth, 90% to the General Partners and 10% to BC.

Notwithstanding the foregoing, in the event that an adjuster payment is due and payable to BC, cash flow and/or net proceeds, as applicable, shall be applied first to repay the adjuster amount and any accrued interest prior to being distributed.

### **Disposition of the Property**

If requested by BC, and provided the Partnership has not waived such right as part of the tax credit application process, after the fourteenth year of the compliance period, the General Partners shall request the credit agency to find a purchaser for the Property pursuant to a "qualified contract" or to terminate the extended use agreement, and if acceptable to BC the Property shall be sold to such purchaser.

If the General Partners are otherwise unable to arrange a sale of the Property after the end of the tax credit compliance period on terms satisfactory to BC, then the General Partners shall have the option ("Purchase Option") to purchase BC's interest. The purchase price under such option shall be equal to the amount that would have been paid and distributed to BC under the partnership agreement in the event the Property was sold for its then fair market value, as determined by appraisal. The Purchase Option may be exercised by the General Partners during a period commencing at the end of the tax credit compliance period and expiring one year after the end of the tax credit compliance period; and the purchase of BC's interest must close no later than one year after the date the General Partners exercise the Purchase Option.

In the event that the General Partners do not exercise the Purchase Option and/or the General Partners do not close the transaction under the Purchase Option within one year after exercising the Purchase Option, BC shall have the right to require ("Required Sale Notice") that the General Partners initiate the sale of the Property to a third party. If a sale of the Property does not occur within one year from the Required Sale Notice, BC shall have the option of purchasing the General Partners interest based on the fair market value of the Property.

Right of First Refusal. For a period of one year following the end of the compliance period, if the Partnership receives a bona fide third-party offer to purchase the Property, the General Partners or their 501(c)3 non-profit affiliate, if the General Partners or their affiliate is a "qualified purchaser" as defined in Section 42(i)(7) of the Code, shall have a right of first refusal to purchase the Property (the "ROFR"). The purchase price shall be the lesser of (a) fair market value or (b) the minimum purchase price as defined in Section 42(i)(7)(B) of the Code. As to the ROFR, the purchase price shall never be less than an amount sufficient to assure payment to BC of all outstanding fees, adjusters, debts or other obligations owed to BC and any taxes projected to be payable by BC as a result of gain on the sale of the Property plus a disposition fee to BC of 1.5% of the purchase price.

### **Reporting and Other Provisions**

The Partnership shall furnish BC with quarterly unaudited financial statements and annual audited financial statements and tax returns prepared by an independent firm of certified public accountants, approved by BC, who are familiar with reporting requirements applicable to tax credit properties, under a timetable to be specified in the partnership agreement.

### **Due Diligence and Closing Process**

Upon receipt of an executed copy of this Proposal Letter and the Due Diligence Documents, the parties will agree upon a mutually acceptable due diligence period and closing schedule. Admission of BC to the Partnership is subject to a customary due diligence review, which includes, but may not be limited to, the following:

- a) Satisfactory due diligence, including a review of plans, specifications, scope of rehab work, asbestos and lead assessments/remediation plans and related construction documents.
- b) Satisfactory Phase I environmental report (ASTM Standards), addressed to the Partnership, dated within six months of admission and/or within six months of property conveyance, if prior to admission, and with a reliance letter in favor of BC.
- c) BC market study that will evaluate the Property's suitability and marketability as a tax credit property.
- d) Satisfactory financial statements of the General Partners, Partnership, Guarantor and affiliates.
- e) Satisfactory review of the backgrounds and credit worthiness of the General Partners and Guarantor.
- f) Site inspection by BC.
- g) Approval by BC Investment Committee in its sole and absolute discretion.
- h) Receipt of satisfactory commitment for construction and permanent financing and rental assistance.
- i) Receipt of satisfactory insurance policies.
- j) ALTA owner's policy of title insurance.
- k) Receipt of an acceptable partnership and local law opinion, to be provided by your counsel, and an acceptable tax opinion, to be provided by our counsel.
- l) Negotiation and execution of satisfactory partnership documentation, the parties acknowledging that such documentation is the only documentation intended to create a binding agreement between BC and the General Partners with respect to the Transaction.

### **Costs and Expenses**

Each party shall bear its own costs and expenses associated with the equity closing. Specifically, BC will pay for its own market study, its own counsel (including tax opinion) and the cost of any third party professionals it hires to aid it in the performance of its due diligence.

Mr. Adam J. Stockmaster  
March 11, 2019  
Page 9

### **Confidentiality/Prohibition of Marketing**

Until the execution of final, binding documentation for the Transaction, the General Partners agree not to disclose any of the terms of this Proposal Letter to anyone who is not a participant or potential lender to the Transaction. Notwithstanding anything to the contrary contained herein, (i) each party may disclose the tax structure of the proposed Transaction to any party without restriction, and (ii) BC shall have the right to disclose any information, financial projections and documentation received in conjunction with its proposed syndication of an equity investment in the Property to any prospective investor considering such investment.

The General Partners, on behalf of itself and its affiliates, hereby certifies that there are no other executed equity proposals or letters of intent with respect to the equity financing of the Property. Further, during the term of this Proposal Letter, neither the General Partners nor any affiliate shall solicit any other person or entity to provide, structure, arrange or syndicate an investment in the Property without the advance written consent of BC and the reimbursement of BC's actual out-of-pocket expenses incurred in connection with the Transaction.

### **Proposal Letter**

This Proposal Letter expresses the intent of and summarizes only the major terms and conditions pursuant to which BC is prepared to provide equity financing for the Property. While this Proposal Letter reflects our mutual understanding, each party acknowledges that the provisions of this Proposal Letter (other than the sections entitled Costs and Expenses and Confidentiality/Prohibition of Marketing) are non-binding, and not intended to create or constitute any legally binding obligation between the parties. Neither party shall have any liability or obligation with respect to the non-binding provisions.

If the General Partners accept and approve the terms set forth in this Proposal Letter, please have the authorized party indicate by signing below. This Proposal Letter shall expire 14 calendar days from the date first set forth above. Furthermore, in the event that for whatever reason the Transaction proposed herein does not close on or before July 31, 2020, this Proposal Letter shall be deemed terminated with no further action by either party and shall be of no further force and effect. Upon such termination, all of the terms contained in this Proposal Letter shall be subject to change to reflect then-current market conditions. This Proposal Letter shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts and any dispute or action arising in connection with this Proposal Letter shall be brought only in the courts located in Boston, Massachusetts.



Mr. Adam J. Stockmaster  
March 11, 2019  
Page 10

We look forward to working with you on this exciting project. Thank you very much for your consideration.

Sincerely,



Joshua K. Gould  
Vice President, Acquisitions

ACCEPTED ON THE \_\_\_ DAY OF \_\_\_\_\_ 2019 FOR

BIRCH ISLAND APARTMENTS LIMITED PARTNERSHIP

\_\_\_\_\_  
as General Partner

Defined Terms

“Completion Date” means the date upon which the Property has been completed as evidenced by (i) the issuance by the inspecting architect and by each governmental agency having jurisdiction of certificates of substantial completion and certificates of occupancy with respect to all units in the Property, and (ii) satisfaction of all due diligence recommendations and receipt of lender estoppel letters, an as-built survey and a contractor's payoff letter.

“Cost Certification” means the receipt by BC of certification of the accountants as to the itemized amounts of the construction and development costs of the Property and its tax credit eligible basis and applicable percentage.

“Initial Full Occupancy Date” means the first date, after BC has received documentation evidencing that tax credits have begun to flow for all units, on which at least 95% of all units are leased and physically occupied.

“Invested Amount” means for BC, an amount equal to its total capital contribution divided by 0.90, and for any other Partner, an amount equal to its capital contribution.

“Operating Deficit” means any shortfall in operating revenue and funds available from the operating reserve necessary to pay all operating expenses (including full payment of the Asset Management Fee to BC and replacement reserve deposits) and debt service.

“Partial Completion” means partial completion, at the specified percentage of hard costs, of construction of the Property.

“Permanent Mortgage Commencement” means occurrence of the Completion Date, repayment of the construction financing, closing of the permanent financing and commencement of permanent loan debt service payments.

“Rental Achievement” means the first time, based upon three consecutive full calendar months of operation after Permanent Mortgage Commencement, with each month taken individually, that debt service coverage (based on the greater of actual or projected future operating expenses) equals or exceeds 115%.

“State Designation” means the date upon which the Partnership receives the final tax credit allocation for the Property pursuant to Form(s) 8609.

U

Documentation to  
Request Exception to  
Restriction-Pools with  
Little/No Increase in Rent  
Burdened Population

N/A

V

Nonprofit or LHA Purchase  
Option or Right of First  
Refusal

**PURCHASE OPTIONS AND  
RIGHT OF FIRST REFUSAL AGREEMENT**

This Purchase Option and Right of First Refusal Agreement (this "Agreement") is made as of the **13th** day of **February** 2019, by and between **BIRCH ISLAND APARTMENTS LIMITED PARTNERSHIP**, a Virginia limited partnership (the "Partnership") (index as "Grantor") and **PETERSBURG COMMUNITY DEVELOPMENT CORPORATION**, a Virginia nonprofit corporation, as the Grantee (index as "Grantee").

WHEREAS, AS Squared, LLC, as Majority General Partner has formed a limited partnership under the Laws of the Commonwealth of Virginia by filing of a Certificate of Limited Partnership on **February 25, 2016** and the Partnership is operating under a Partnership Agreement dated **February 25, 2016**; and

WHEREAS, Grantee has been instrumental in the redevelopment of a multi-family real estate apartment development in the town of **Wakefield, Sussex County, Virginia**, known as **Birch Island Apartments** (hereinafter, the "Property"), and will act as guarantor of certain obligations in the formation and continuation of the Partnership for the further development of the Property; and

WHEREAS, the Property is or will be subject to one of more governmental agency regulatory agreements (collectively, the "Regulatory Agreement") restricting its use to low-income housing (the "Use Restrictions"); and

WHEREAS, Grantee desires to provide for the continuation of the project as low-income housing upon termination of the Partnership by Grantee purchasing the Property at the applicable price determined under this Agreement and operating the Property in accordance with the Use Restrictions; and

NOW, THEREFORE, in consideration of the execution and delivery of the Partnership Agreement, the performance of the services by the Grantee to the Partnership and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

**1. Grant of Option.** The Partnership hereby grants to Grantee an option to purchase the real estate, fixtures, and personal property comprising the Property or associated with the physical operation thereof, located at the Property and owned by the Partnership at the time of purchase (the "Option"), after the close of the fifteen (15) year compliance period for the low-income housing tax credit for the Property (the "Compliance Period") as determined under Section 42(i)(1) of the Internal Revenue Code of 1986, as amended (the "Code"), on the terms and conditions set forth in this Agreement and subject to the conditions precedent to exercise of such Options specified herein. The Property real estate is described in Exhibit A attached hereto and made a

part hereof. The Regulatory Agreement containing the Use Restrictions to which the Property real estate will remain subject is described in Exhibit B attached hereto and made a part hereof.

**2. Grant of Refusal Right.** In the event that the Partnership receives a bona fide offer to purchase the Property at any time during the period beginning on the date of termination of the Compliance Period, the Partnership will not sell the Property or any portion thereof without first providing the Grantee with a written notice (the “Notice of Refusal Right”) offering to the Grantee a right of first refusal to purchase the Property (the “Refusal Right”) after the close of the Compliance Period, on the terms and conditions set forth in this Agreement and subject to the conditions precedent to exercise of the Refusal Right specified herein. In addition to all other applicable conditions set forth in this Agreement, (a) the foregoing grant of the Refusal Right shall be effective only if Grantee is currently and remains at all times hereafter, until (i) the Refusal Right has been exercised and the resulting purchase and sale has been closed or (ii) the Refusal Right has been assigned to a Permitted Assignee described in Paragraph 8 hereof, whichever first occurs, a qualified nonprofit organization, as defined in Section 42(h)(5)(C) of the Code, and (b) any assignment of the Refusal Right permitted under this Agreement and the Refusal Right so assigned shall be effective only if the assignee is at the time of the assignment and remains at all times thereafter, until the Refusal Right has been exercised and the resulting purchase and sale has been closed, a Permitted Assignee described in Paragraph 8 hereof meeting the requirements of Section 42(i)(7)(A) of the Code.

**3. Purchase Price Under Option.** The purchase price under the Option shall be the greater of the following amounts:

- (i) **Debt and Taxes.** The sum of: (a) an amount sufficient to pay all debts (including Member loans) and liabilities of the Partnership upon its termination and liquidation as projected to occur immediately following the sale pursuant to the Option, or (b) an amount sufficient to distribute to the Partners pursuant the Partnership Agreement, cash proceeds equal to the state, local and federal taxes projected to be imposed on the Members as a result of the sale of the Property pursuant to the Option; or
- (ii) **Fair Market Value.** The fair market of the Property, appraised as low-income housing to the extent continuation of such use is required under the Use Restrictions, any such appraisal to be made by a licensed appraiser who is a member of the Master Appraiser Institute (“MAI”) and who has experience in the geographic area in which the Property is located. The fair market value of the Project shall be determined by an MAI appraiser selected by and paid for by the Partnership.

**4. Purchase Price Under Refusal Right.** The purchase price for the Property pursuant to the Refusal Right shall be equal to the sum of: (a) an amount sufficient to pay all debts (including Partner loans) and liabilities of the Partnership upon its termination and liquidation as projected to occur immediately following the sale pursuant to the Refusal Right and (b) an amount sufficient to distribute to the Partners cash proceeds equal to the state, local, and federal taxes projected to be imposed on the Partners as a result of the sale pursuant to the Refusal Right; provided, however, that in no event shall the purchase price pursuant to the Right of First Refusal be less than the amount of the “minimum purchase price” as defined in Section 42(i)(7)(B) of the Code.

**5. Exercise of Option or Refusal Right.** The Option and the Refusal Right may each be exercised by Grantee by (a) giving written notice of its intent to exercise the Option or the Refusal Right to the Partnership and each of its Partners in compliance with the requirements of this Paragraph 5, and (b) complying with the contract and closing requirements of Paragraph 7 hereof. Any such notice of intent to exercise the Option shall be given the last twelve (12) months of the Compliance Period. Any such notice of intent to exercise the Refusal Right shall be given within ninety (90) days after Grantee has received the Partnership's Notice of Refusal Right pursuant to Paragraph 2 hereof. In either case, the notice of intent shall specify a closing date within one hundred eighty (180) days immediately following the end of the Compliance Period. If the foregoing requirements are not met as when provided herein, the Option or the Refusal Right, as applicable, shall expire and be of no further force or effect. Upon notice by Grantee of its intent to exercise the Option or the Refusal Right, all of the other rights shall be subordinated to the rights then being so exercised unless and until such exercise is withdrawn or discontinued.

**6. Determination of Price.** Upon notice by Grantee of its intent to exercise the Option or the Refusal Right, the Partnership and Grantee shall exercise best efforts in good faith to agree on the purchase price for the Property.

**7. Contract and Closing.** Upon determination of the purchase price, the Partnership and Grantee shall enter into a written contract for the purchase and sale of the Property, as the case may be, in accordance with this Agreement and containing such other terms and conditions as are standard and customary for similar commercial transactions in the geographic area which the Property is located, providing for a closing not later than the date specified in Grantee's notice of intent to exercise the Option or the Refusal Right, as applicable, or thirty (30) days after the purchase price has been determined, whichever is later. In the absence of any such contract, this Agreement shall be specifically enforceable upon the exercise of either one of the Options or the Refusal Right, as applicable.

**8. Assignment.** Grantee may assign all or any of its rights under this Agreement to (a) a qualified nonprofit organization, as defined in Section 42(h)(5)(C) of the Code, (b) a government agency, or (c) a tenant organization (in cooperative form or otherwise) or resident management corporation or the Property (each a "Permitted Assignee") that demonstrates its ability and willingness to maintain the Property as low-income housing in accordance with the Use Restrictions and subject in any event to the conditions precedent to the Refusal Right grant and the Option price set forth in Paragraphs 2 and 3 hereof. Prior to any assignment or proposed assignment of its rights hereunder, Grantee shall give written notice thereof to the Partnership. Upon any permitted assignment hereunder, references in this Agreement to Grantee shall mean the Permitted Assignee where the context so requires, subject to all applicable conditions to the effectiveness of the rights granted under this Agreement and so assigned. No assignment of Grantee's rights hereunder shall be effective unless and until the Permitted Assignee enters into a written agreement accepting the assignment and assuming all of Grantee's obligations under this Agreement and copies of such written agreement are delivered to the Company. Except as specifically permitted herein, Grantee's rights hereunder shall not be assignable.



**9. Miscellaneous.** This Agreement shall be liberally construed in accordance with the laws of the Commonwealth of Virginia in order to effectuate the purposes of this Agreement. This Agreement may be executed in counterparts signature pages, which together shall constitute a single agreement.


(Signatures on Next Page)

IN WITNESS WHEREOF, the parties have executed this document as of the date first set forth hereinabove.

**PARTNERSHIP:**

**BIRCH ISLAND APARTMENTS LIMITED PARTNERSHIP**

By: AS Squared, LLC, Majority General Partner

By:   
Adam J. Stockmaster, Manager


STATE OF MARYLAND

to wit:

COUNTY OF MONTGOMERY

The foregoing instrument was acknowledged before me, Anthony E. Calkins, a Notary Public, this 16<sup>th</sup> day of February, 2019, by Adam J. Stockmaster, who has presented identification of a District of Columbia Driver's License. Adam J. Stockmaster voluntarily acknowledged this instrument under the penalty of perjury as Manager of AS Squared, LLC, the Majority General Partner of Birch Island Apartments Limited Partnership, on behalf of the partnership.

My commission Expires: December 16<sup>th</sup>, 2019

  
Notary Public

NOTARIAL SEAL (Sharp, legible, photographically reproducible)



**GRANTEE:**

**PETERSBURG COMMUNITY DEVELOPMENT CORPORATION**

By:   
James Hendricks, Executive Director

STATE OF MARYLAND

to wit:

COUNTY OF MONTGOMERY

The foregoing instrument was acknowledged before me, Anthony E. Calkins, a Notary Public, this 16<sup>th</sup> day of February, 2019, by James Hendricks, who has presented identification of a Virginia Driver's License. James Hendricks voluntarily acknowledged this instrument under the penalty of perjury as Executive Director of PETERSBURG COMMUNITY DEVELOPMENT CORPORATION, a Virginia nonprofit corporation and is duly authorized to act on behalf of said Corporation that said instrument was signed and sealed by him, and being informed of the contents thereof, acknowledged execution of the foregoing instrument on behalf of said Corporation.

My commission Expires: December 16<sup>th</sup>, 2019

  
\_\_\_\_\_  
Notary Public

NOTARIAL SEAL (Sharp, legible, photographically reproducible)



## Legal Description

First: All that certain tract or parcel of land situate, lying and being in Wakefield Magisterial District, Sussex County, Virginia, containing 3.044766 Acres (132,630.003 Sq. Ft.), known and designated as Parcel "A" as shown on plat of survey entitled, "CORRECTED SUBDIVISION OF PROPERTY OWNED BY PINE STREET VILLAGE ASSOCIATES, A VIRGINIA LIMITED PARTNERSHIP, WAKEFIELD MAGISTERIAL DISTRICT, SUSSEX COUNTY, Virginia," dated May 15, 1984, made by Hassell & Folkes, P.C., Surveyors & Engineers, Portsmouth, Virginia, of record in the Clerk's office of the Circuit Court for the County of Sussex, Virginia, in Plat Book \_\_\_\_\_, page \_\_\_\_\_, to which reference is here made, and which property is more particularly described as follows:

Beginning at a point on Route No. 31, which point of beginning lies N 17° 03' 21" E a distance of 500.00 feet, more or less, from the intersection of Route No. 31 and Route No. 617, as shown on said plat, and from the point of beginning thus established, running thence N 63° 46' 48" W a distance of 281.08 feet to a point; running thence N 19° 38' 51" W a distance of 292.18 feet to a point; running thence N 43° 36' 50" E a distance of 100.00 feet to a point; running thence N 46° 23' 10" W a distance of 99.36 feet to a point; running thence S 72° 56' 39" E a distance of 133.85 feet to a point; running thence N 70° 21' 09" E a distance of 81.07 feet to a point; running thence S 19° 38' 51" E a distance of 170.06 feet to a point; running thence S 72° 56' 39" E a distance of 175.80 feet to a point; running thence along the arc of a curve to the left having a radius of 20.00 feet, a tangent of 20.00 feet, and an arc length of 31.42 feet to a point; running thence S 17° 03' 21" W along Route No. 31 a distance of 345.00 feet to a point, the point or place of beginning.

Second: All that certain tract or parcel of land situate, lying and being in Wakefield Magisterial District, Sussex County, Virginia, containing 0.2281 Acres (9936.00 Sq. Ft.), known and designated as Parcel "B" as shown on plat of survey hereinabove referred to and to which plat reference is here made, which property is more particularly described as follows:

Beginning at the common point which marks the southwesterly corner of Parcel "A" hereinabove described and the southeasterly corner of Parcel "B" hereinafter described, as shown on said plat, and from the point of beginning thus established, running thence N 46° 23' 10" W a distance of 99.36 feet to a point; running thence N 43° 36' 50" E a distance of 100.00 feet to a point; running thence S 46° 23' 10" E a distance of 99.36 feet to a point; running thence S 43° 36' 50" W a distance of 100.00 feet to a point, the point or place of beginning.

The parcel herein conveyed and described as Parcel "B" is conveyed to the grantee herein for purposes of well and water production only, and grantee herein, by acceptance of this deed, does covenant and agree that its use shall be for such purpose.

Third: All that certain tract or parcel of land situate, lying and being in Wakefield Magisterial District, Sussex County, Virginia, containing 0.2454 Acres (10,687.6343 Sq. Ft.), known and designated as Parcel "C" on plat of survey hereinabove referred to and to which plat reference is here made, which property is more particularly described as follows:

Beginning at the common point which marks the southwesterly corner of Parcel "B" hereinabove described, and the southeasterly corner of Parcel "C" hereinafter described, as shown on said plat, and from the point of beginning thus established, running thence N 89° 10' 34" W a distance of 88.83 feet to a point; running thence N 17° 03' 21" E a distance of 114.28 feet to a point; running thence S 72° 56' 39" E a distance of 130.00 feet to a point; running thence S 43° 36' 50" W a distance of 100.00 feet to a point, the place or point of beginning.

**EXHIBIT B**

**DESCRIPTION OF  
REGULATORY AGREEMENT**

Title: Extended Use Regulatory Agreement and Declaration of Restrictive Covenants

Parties: **Birch Island Apartments Limited Partnership** as Grantor  
and Virginia Housing Development Authority, as Grantee

Date: \_\_\_\_\_

Recording Information: \_\_\_\_\_

**[Attach additional page(s) if there is more than one Regulatory Agreement.]**



W

(Reserved)



X

# Marketing Plan

For units meeting accessibility requirements of HUD section  
504

**Birch Island Apartments**  
**Wakefield, Sussex County, Virginia**

**Marketing Plan for Units Meeting Accessibility Requirements of HUD Section 504**

This marketing plan has been developed for the units in this apartment development that will be fully renovated to meet the accessibility requirements of HUD Section 504 (the "Marketing Plan"). This Marketing Plan has been designed to convey to current and potential residents with disabilities, that **Birch Island Apartments** will continue to be a unique rental housing experience, with a commitment to excellent management and resident service, as well as an expectation of resident responsibility. This plan will address ways in which property management will endeavor to secure and actively market the project to qualified tenants that are mobility impaired or developmentally disabled and likely will be served well by the features of a HUD Section 504 designed units. In addition, management will ensure quality tenancy, and effective management of the property.

The Management Agent will be responsible for the management of **Birch Island Apartments** as well as the marketing efforts to mobility impaired and/or developmentally disabled persons. The Management Agent will be responsible for all of the traditional management functions, including rent collection, maintenance, record keeping, reports, development of budgets, and monitoring resident income qualifications.

**I. Affirmative Fair Housing Marketing**

The Management Agent is pledged to the letter and the spirit of the USDA – Rural Development policy of the achievement of equal housing opportunity throughout the Nation's rural communities and will actively promote fair housing in the development and marketing of this project. Management Agent, its Officers, Directors and employees will not discriminate on the basis of race, creed, color, sex, religion, familial status, age, disability or sexual orientation in its programs or housing. They will also comply with all provisions of the Fair Housing Act.

Any employee who has discriminated in the acceptance of a resident will be subject to disciplinary actions which may include dismissal. All persons who contact the office will be treated impartially and equally with the only qualification necessary for application acceptance being income, and conformity with the requirements of the USDA – Rural Development, Section 8 and Tax Credit programs. All interested parties will be provided a copy of the apartment brochure. Any resident who has questions not answered by the leasing staff will be referred to the Supervisor of the site staff.

All 504 designated units will be continually marketed on an ongoing basis. These units will be held vacant for at least 60 days in accordance to Virginia Housing Development Authorities' guidelines. Any move/relocation that is a result of accommodating a temporary/non-disabled tenant will be paid for by the owner of the Apartment Community.



## **II. Marketing and Outreach**

Locating people with disabilities to occupy the units meeting accessibility requirements of HUD Section 504 will be accomplished as follows:

### **1. Networking**

The Management Agent will contact local centers for independent living and disability services boards and other service organizations via phone and printed communication. The contacts will include the following organizations:

**Sussex County Department of Social Services 434-246-1083**

<http://www.sussexcountyva.gov/departments/social-services-department/>

**Sussex County Health Department –Crater Health District 434-246-8611**

<http://www.sussexcountyva.gov/departments/health-department/>

**District 19 Community Services Board 434-634-5181**

<http://www.d19csb.com/>

**Virginia Family Special Education Connection**

<https://vafamilysped.org>

**Virginia Department of Medical Assistance Services 804-786-7933**

<http://www.dmas.virginia.gov/>

**Virginia Department of Behavioral Health & Developmental Services 804-786-3921**

<http://www.dbhds.virginia.gov/>

### **2. Print Media**

Print media sources will also be identified in the **Wakefield/Sussex County** area that cater to people with disabilities as well as the public at large. These typically include The Virginia Gazette and other local, minority oriented newspapers. Other sources may include, but are not limited to, rental magazines such as the Apartment Shoppers Guide, Apartments For Rent, etc. All advertising materials related to the project will contain the Equal Housing Opportunity logo type, slogan or statement, in compliance with the Fair Housing Act, as well as the fact that units for people with disabilities are available.

### **3. Resident Referrals**

An effective Resident Referral program will be set up, in which current residents are rewarded for referring friends, coworkers, and others who may have disabilities to the property. These referrals are generally the best form of advertising as it attracts friends who will want to reside together, thus binding the community. Residents will be offered incentives, to be determined, for referring

qualified applicants who rent at the property. Flyers will be distributed to residents along with the project newsletter announcing the tenant referral program.

#### 4. Marketing Materials

Additional marketing materials are needed in order to further support the specific marketing effort to people with disabilities. All printed marketing materials will include the EHO logo.

These marketing materials include:

**Brochures** - A simple, two color brochure can be produced at low cost which will effectively sell the apartments and community. This brochure will include the floor plans, a listing of features and amenities. The floor plans should be printed in as large a format as possible.

**Flyers** - As mentioned earlier, a flyer campaign can be used effectively to market the community. Each flyer should incorporate graphics as well as a small amount of copy and should be designed to generate traffic. As such, each flyer should include a special offer with a deadline.

**Internet** – Listing on [VirginiaHousingSearch.com](http://VirginiaHousingSearch.com)

### III. Public and Community Relations

**Equal Housing Opportunity promotions** - all Site Signage containing the EHO logo and Fair Housing posters are displayed in English and Spanish in the Rental Office. Also posted in the Rental Office are instructions to anyone who feels they have been discriminated against to contact the Supervisor of the site staff at the Management Agent directly. The Management Agent encourages and supports an affirmative fair housing marketing program as required by USDA – Rural Development in which there are no barriers to obtaining housing because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental handicap, political affiliation, source of income, or place of residence or business.

### IV. Preference for Persons with Intellectual or Development Disability

First Preference will be given to persons with an intellectual or development disability (ID/DD) as determined by the Virginia Department of Medical Assistance Services (DMAS) or the Virginia Department of Behavioral Health and Developmental Services (DBHDS). This will be accomplished by obtaining tenant referrals from the Virginia Department of Medical Assistance Services (DMAS) or the Virginia Department of Behavioral Health and Developmental Services (DBHDS), subject to appropriate federal approval.



Birch Island Apts I  
10322 Penny Ln - Wakefield, VA 23888



↓ Report an Issue ↓

**\$536**

Negotiable Deposit \$536

**Waiting List**

One Year Lease

Utilities Included: Water, Sewer, Trash Pickup

Application Fee: \$11 Per Adult

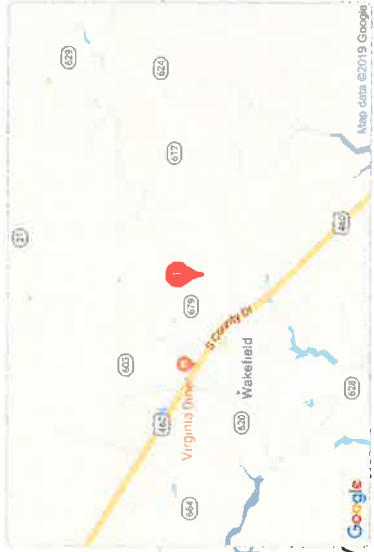
Credit Check : YES Criminal Check : YES

**1 Bed • 1 Bath • Apartments**

Built 1984 (approx.)



Contact Birch Island,  
 Phone [757-899-4803](tel:757-899-4803)  
 Address 10322 Penny Lane  
 Wakefield, VA 23888



### Basic Features

Pets Not Allowed ●  
 Smoking Allowed ●  
 Trash Service Yes  
 School District Sussex County Public Schools  
 Flooring Carpet, Tile  
 Other Features Lawn Care Included

Stove  
 Microwave  
 Refrigerator / Freezer  
 Clothes Washer  
 Clothes Dryer  
 Laundry Room / Facility  
 Other Appliances  
 Freezer On Top  
 No Hookup  
 No Hookup  
 On Site  
 Miniblinds

### Utilities

Air Conditioner Central  
 Heating Type Electric  
 Water Heater Electric

### Specialized Information

Listing ID 309439  
 Familiar with Section 8 process Yes ●  
 Tax Credit Property No ●  
 Seniors Only No ●

### Accessibility

Counter/Vanity Standard Height  
 Door/Faucet Handles Counters and Vanity  
 Unknown

### Kitchen & Bath Accessibility

Kitchen Standard  
 Bathroom Standard  
 Comprehensive List ↓  
 Comprehensive List ↓  
 ● Carbon Monoxide Detector  
 ● Fire Extinguisher

### Safety

Lead-free / Passes Lead Safe Guidelines Yes ●  
 Learn More  
 Fire Safety  
 ● Smoke Detector  
[HUD Lead Paint Guidelines](#)  
[Lead Paint Disclosure Rule](#)

### Parking and Entry


Parking Type	Off Street
Parking in Front of Entrance	Yes
Entry Location	From Outside
Unit Entry	Flat or no-step entry <input checked="" type="checkbox"/>
Unit Minimum Door Width	Unknown
Other Entry Options	<ul style="list-style-type: none"> <li>• Deadbolt on Entry Door <input checked="" type="checkbox"/></li> <li>• Unit on First Floor <input checked="" type="checkbox"/></li> <li>• Multi Story Unit <input checked="" type="checkbox"/></li> </ul>

### Nearby Services

Shopping Venues	Within One Mile
Grocery Shopping	Within One Mile
Pharmacy	Within One Mile

### Comments

**Owner/Manager Comments**      **Open 8:30Am Mon-Fri And by appointments Saturday**

 We monitor listings, but if you see an issue, we want to hear from you!

[Read Scam Alert](#)      [Report Listing](#)

Under the [Federal Fair Housing Act of 1968](#), as amended in 1988, it is illegal to engage in discriminatory advertising based on race, color, religion, sex, familial status, disability, and national origin.

[Home](#) | [Find Housing](#) | [List Housing](#) | [Disclaimer](#) | [Privacy](#) | [Terms](#) | [About Us](#) | [Contact Us](#) | [Link To Us](#)

Sponsored by:  
*Virginia Housing Development Authority*

Toll-Free: 1.877.428.8844 - Toll-Free Fax: 1.866.265.7811 - TDD/TTY: 7-1-1 | [Relay Service](#) |

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