

## APPENDIX D

### Update on Agency Requirements for Targeting Plans for 2015 Tax Credit Allocations

Owner's Representative:

As a condition of your 2015 allocation of tax credits you are required to participate in the Targeting program, which makes 10% of your units available for referrals by NC DHHS for persons with disabilities or homeless population. We are no longer requiring the completion of a Targeting Plan. This has been replaced with the Targeting Unit Agreement (TUA), the Owner's Agreement to Participate (OAP), if applicable, and the Property Profile.

Nancy Bloebaum [nbbloebaum@nchfa.com](mailto:nbbloebaum@nchfa.com) with our staff will work with you and your designated staff to prepare the following documents:

- **Targeting Unit Agreement** outlines the participation requirements for the Targeting program. This document must be executed by an owner's representative as well as a representative of the management company. The management company execution assures us that the management company is aware of the owner's obligations as they relate to the Targeting program.
- **Owner's Agreement to Participate**, if applicable, is an agreement to accept Key rental assistance on households residing in Targeting units, if no other subsidy is available. This document details the terms of the Key assistance and must be executed by an owner's representative.
- **Property Profile** which collects property specific information needed by DHHS and the local referral agencies to be able to effectively match the needs of their clients with the appropriate properties available in the locality requested by the client. We will complete this questionnaire to the extent we have the information needed. There may be some data elements that we did not ask for as part of the original application and will need your staff to assist us by providing.

We will do a preliminary analysis of your property. Key assistance for properties meeting the minimum QAP requirement of 10% participation is at a statewide rent standard based on unit size, regardless of the rent schedule established for the property. However, in certain high demand counties we will offer an enhanced Key payment standard for all participating units, provided the property owner agrees to increase the number of participating units to 20% of the total project units. Again, you will receive the enhanced payment standard even though it is likely higher than the established rent schedule for the property. All units in excess of 10% are considered voluntary and can be withdrawn from the program at a later date, as determined by the property owner. If the property falls below 20% of the units participating in the program, the Agency reserves the right to reduce the payment standard on all remaining participating units back to the base rent standard. Terms and conditions of Voluntary units are defined in the Targeting Unit Agreement. To the extent that it appears that your property is eligible and would benefit from enhanced rents, Nancy will reach out to you to inquire about your willingness to increase the number of units participating to 20%.

If this is your first experience participating in the Targeting program, the agency offers periodic training on the rules and procedures for both Targeting and Key. The training schedule can be found on our website. We are also willing to provide, as requested, training at our office. For more information regarding training options, please contact Susan Westbrook at [swestbrook@nchfa.com](mailto:swestbrook@nchfa.com).

If there is someone specific on your staff that you prefer that Nancy work with, please send her the name and contact information at [nbbloebaum@nchfa.com](mailto:nbbloebaum@nchfa.com).

Thank you for your assistance. We look forward to working with you and your staff on the Targeting and Key programs.

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