

# Fiscal Year 2018 Pre-application for Section 514/516 Farm Labor Housing Loans and Grants Program

## Instructions

Applicants are encouraged, but not required, to submit this pre-application form electronically by accessing the website: <https://www.rd.usda.gov/programs-services/farm-labor-housing-direct-loans-grants> . Click on the Forms & Resources tab to access the “**Pre-application for Section 514/516 Farm Labor Housing Loans and Grants Program.**” Please note that electronic submittals are not on a secured website. If you do not wish to submit the form electronically by clicking on the **Send Form** button, you may still fill out the form, print it and submit it with your application package to the State Office. You also have the option to save the form, and submit it on an electronic media to the State Office.

Even if you submit the pre-application form electronically, please submit a copy of the form and all supporting documentation for this pre-application to the State Office with your complete application package. You will also have an option to email all supporting documents. Under item **XI. Documents Submitted**, check all the documents and forms that you are submitting with your complete application package and indicate whether you are submitting each item in hard copy form, on electronic media, or via email.

- I. Applicant Information** **Total Score:**
- a. **Applicant’s Name:**
  - b. **Applicant’s Taxpayer Identification Number:**
  - c. **Applicant’s Address:**
    - Address, Line 1:
    - Address, Line 2:
    - City: State: Zip:
  - d. **Name of Applicant’s Contact Person:**
  - e. **Contact Person’s Telephone Number:**
  - f. **Contact Person’s Email Address:**
  - g. **Submission Email Address:**

Please specify the sender’s email address that will be used to email all supporting documents.
  - h. **Applicant Type:** Non-Profit (NP) Non-Profit Limited Partnership (NPLP)  
(Check One) Public Body (PB) Indian Tribe (IT)  
Association of Farmers (AF)  
Association of Farmworkers (AFW)
- II. Project Information**
- a. **Project Name:**
  - b. **City:** State: Zip:
  - c. **County:**

- d. **Congressional District:**
- e. **Total Number of FLH Units:**
- f. **Total Number of Rental Assistance (RA) Units:**
- g. **Total Number of Migration Units:**
- h. **If mixed use, state percentage of FLH and Non-FLH units:**  

Designated FLH Units:	%	Designated Non-FLH Units:	%
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- i. **Loan Amount Requested:**
- j. **Grant Amount Requested:**
- k. **If applying for a Grant please provide a DUNS Number:**

**III. Construction Cost Savings (maximum 20 points)**

- a. Show the presence of construction cost savings, including donated land and construction leverage assistance, for the units that will serve program-eligible tenants. Calculate the savings as a percentage of the Rural Development Total Development Costs (TDC), excluding any costs prohibited by Rural Development as loan expenses, such as a developer’s fee. Construction cost savings include, but are not limited to, funds for hard construction costs, and State or Federal funds which are applicable to construction costs. A minimum of ten percent cost savings is required to earn points. To count as cost savings for purposes of the selection criteria, submit written evidence from the third-party funder that an application for those funds has been submitted and accepted. Points will be awarded in accordance with the following table using rounding to the nearest whole number. Check one of the options below:

<b>75 % or more (20 points)</b>	<b>60 – 74% (18 points)</b>	<b>50 – 59% (16 points)</b>
<b>40 – 49% (12 points)</b>	<b>30 – 39% (10 points)</b>	<b>20 – 29% (8 points)</b>
<b>10 – 19% (5 points)</b>	<b>0 – 9% (0 points)</b>	<b>Points:</b>

- b. If the total percentage of construction cost savings is less than ten percent, you can earn two points if the proposal includes donated land.

**The percentage of leveraged assistance is less than ten percent and the proposal includes donated land (2 points):** Yes      No      **Points:**

**IV. Operational Cost Savings (maximum 50 points)**

Operational cost savings, such as tax abatements, non-Rural Development tenant subsidies or donated services are calculated on a per unit cost savings, for the sum of the savings. Savings must be available for at least five years and documentation must be provided with the application demonstrating the availability of savings for five years. To calculate the savings, take the total amount of savings for five years and divide it by the number of units in the project that will benefit from the savings to obtain the per unit cost savings. For

example, a 10-unit property with 100 percent designated FLH units receiving \$20,000 per year in non-RD subsidy, yields a cost savings of \$100,000 (\$20,000 x 5 years); resulting in a \$10,000 per unit cost savings (\$100,000 / 10 units). Check one of the options below, if applicable, to show the per unit operational cost savings under this proposal:

<b>Above \$15,000 (50 points)</b>	<b>\$10,001 - \$15,000 (35 points)</b>
<b>\$7,501 - \$10,000 (20 points)</b>	<b>\$5,001 - \$7,500 (15 points)</b>
<b>\$3,501 - \$5,000 (10 points)</b>	<b>\$2,001 - \$3,500 (5 points)</b>
<b>\$1,000 - \$2,000 (2 points)</b>	<b>Points:</b>

**Dollar Value of Operational Cost Savings:**

**V. Projects in Persistent Poverty Counties (10 points)**

10 points will be awarded to projects in persistent poverty counties. A county is considered persistently poor if 20 percent or more of its population was living in poverty over the last 30 years (as measured by the 1990, 2000 and 2010 decennial censuses and the 2007-2011 American Community Survey 5-year estimates).

**Is this project located in a Persistent Poverty County as defined above? (10 points)**

Yes      No      **Points:**

**VI. Tenant Services (maximum 10 points)**

Two points will be awarded for each resident service included in the tenant services plan, up to a maximum of 10 points. Plans must detail how the services are to be administered, who will administer them, and where they will be administered. All tenant service plans must include letters of intent that clearly state the service that will be provided at the project for the benefit of the residents from any party administering each service, including the applicant.

**List the tenant services that you will be providing below, up to a maximum of five:**

- 1. **Points:**
- 2. **Points:**
- 3. **Points:**
- 4. **Points:**
- 5. **Points:**

**VII. Energy Conservation**

Properties will be classified into two categories for the purposes of scoring: 1) New Construction or 2) Purchase and Rehabilitation of an Existing Non-Farm Labor Housing

Building. Depending on the scope of work, properties may earn Energy Conservation points in one of two categories: A. New Construction, or B. General Rehabilitation. Projects will be eligible for one category of the two, but not both. The project architect's affidavit should specify which category is applicable. Properties in either category may also receive points for VIII. Energy Generation, IX. Water Conservation and X. Green Property Management Credentials. The maximum earned for all energy initiative categories in sections VII, VIII, IX and X may not exceed 20 points.

**a. Select one:**

**This is a proposal for New Construction. Yes**

If you answered **Yes**, proceed to the questions under *A. Energy Conservation for New Construction*.

**OR**

**This is a proposal for General Rehabilitation. Yes**

If you answered **Yes**, proceed to the questions under *B. Energy Conservation for General Rehabilitation*.

**A. Energy Conservation for New Construction (maximum 12 points)**

Up to 8 points may be awarded for projects if the pre-application includes a written certification to participate in one of the following energy efficiency programs listed below under a, b, or c. An additional 4 points may be awarded for participation in programs listed under d. and e.

**Will you be participating in one of the energy efficiency programs listed under a, b, or c? Yes No**

If "Yes," indicate the program you will be participating in. Otherwise, proceed to d. and e.

**Note:** Each program will have an initial checklist indicating prerequisites for participation in its energy program. The applicable energy program checklist will establish whether prerequisites for the energy program's participation will be met. All checklists must be accompanied by a signed affidavit by the project architect or engineer stating that the goals are achievable and the project has been enrolled in the program if enrollment is applicable. This checklist and affidavit must be submitted together with the loan proposal.

**a. Does this proposal include a written certification to participate in the EPA's Energy Star for Homes V3 program? (2 points):**

[http://www.energystar.gov/index.cfm?c=bldrs\\_lenders\\_raters.pt\\_bldr](http://www.energystar.gov/index.cfm?c=bldrs_lenders_raters.pt_bldr) )

**Yes Points: OR**



**B. Energy Conservation for General Rehabilitation (maximum 5 points)**

You may earn up to 5 points for the purchase and rehabilitation of non-program multi-family housing and related facilities in rural areas when the pre-application includes a written certification to participate in one of the following energy efficiency programs.

**Note:** Each program will have an initial checklist indicating prerequisites for participation in its energy program. The applicable energy program checklist will establish whether prerequisites for the energy program’s participation will be met. All certifications must be accompanied by a signed affidavit by the project architect or engineer stating that the goals are achievable and the project has been enrolled in the program if enrollment is applicable. The checklist, certification and affidavit must be submitted together with the loan proposal.

- a. **Does this proposal include a written certification to participate in the Green Communities program by the Enterprise Community Partners? (3 points).**  
<http://www.enterprisecommunity.com/solutions-and-innovation/enterprise-green-communities> ).

Yes      No                      **Points:**                      AND

- b. **Does this proposal include a written certification to participate in local green/energy efficient building standards? Applicants who participate in a city, county or municipality program will receive an additional 2 points:**

Yes      No                      **Points:**

**Name of Local Program:**

**Total Points for Energy Conservation:**

**VIII. Energy Generation (maximum 6 points)**

Pre-applications for new construction or purchase and rehabilitation of non-program multi-family projects that participate in the above-mentioned Energy Conservation programs and earn points for Energy Conservation measures, under Section VII of this form, are eligible to earn additional points for installation of on-site renewable energy sources.

**Note:** Projects that apply for points in this category must include calculations of savings of energy by comparing property energy usage in three scenarios: 1) property built to required code of State with no renewables, 2) property as-designed with commitments to stated energy conservation programs without the use of renewables, and 3) property as-designed with commitments to stated energy conservation programs and the use of proposed renewables. Energy analysis of preliminary building plans using industry-recognized simulation software must document the projected total energy consumption of all the building components and building site usage.

- a. Projects with an energy analysis of the preliminary or rehabilitation building plans that propose a 10 percent to 100 percent energy generation commitment (where generation is considered to be the total amount of energy needed to be generated on-site to make the building a net-zero consumer of energy) may be awarded points corresponding to their percent of commitment as follows:

**0 to 9 percent commitment to energy generation (0 points)**

**10 to 20 percent commitment to energy generation (1 point)**

**21 to 40 percent commitment to energy generation (2 points)**

**41 to 60 percent commitment to energy generation (3 points)**

**61 to 80 percent commitment to energy generation (4 points)**

**81 to 100 percent or more commitment to energy generation (5 points)**

**Points:**

**Note:** Projects may participate in Power Purchase Agreements or Solar Leases to achieve their on-site renewable energy generation goals provided that the financial obligations of the lease/purchase agreements are clearly documented and included in the application, and qualifying ratios continue to be achieved.

- b. An additional one point will be awarded for off-grid systems, or elements of systems, provided that at least five percent of the on-site renewable system is off-grid. See [www.dsireusa.org](http://www.dsireusa.org) for State and local specific incentives or regulations of energy initiatives.

**Will the project obtain 5 percent or more of the on-site energy generation from an off-grid system? (1 point)**

**Yes      No      Points:**

## **IX. Water Conservation Measures for Irrigation Needs (maximum 1 point)**

Points will be awarded for water conservation using an engineered recycled water system.

- a. **Will the project use an engineered recycled water system (gray water or storm water) for landscape covering 50 percent or more of the property's site landscaping needs? (1 point)**

**Yes      No      Points:**

## **X. Green Property Management Credentials (maximum 1 point)**

Projects may be awarded an additional 1 point if the designated property management company or individuals that will assume maintenance and operations responsibilities upon completion of construction work have a Credential for Green Property Management.

Credentialing can be obtained from the National Apartment Association (NAA), National Affordable Housing Management Association, the Institute for Real Estate Management, U.S.

Green Building Council’s Leadership in Energy and Environmental Design for Operations and Maintenance (LEED OM), or another source with a certifiable credentialing program. Credentialing must be illustrated in the resume(s) of the property management team and submitted with the pre-application. (1 point)

- a. **I have submitted resumes of the designated property management company or individuals responsible for maintenance and operations that have a Credential for Green Property Management. (1 point).** Yes      No      **Points:**

## XI. Documents Submitted

Below, please check all documents that you will be submitting with your complete application package. Hard copy submissions and electronic media should be mailed to the State Office. If you check the email option, you will be notified of the email address to use upon electronic receipt of this pre-application. You may also refer to the NOSA for a complete description of the documents that you are required to submit along with links to access the forms.

**NOTE:** When using the email option, please include the Project Name and State on the email Subject line for proper identification.

### a. Supporting Documentation for this Pre-application

**NOTE:** For this pre-application, points will be assigned for the items that you checked based on a review of the supporting documents. You are only required to submit supporting documents for programs in which you will be participating.

Form Reference	Item	Hard Copy Submission	Electronic Submission
	Fiscal Year 2018 Pre-application for Section 514/516 Farm Labor Housing Loans and Grants Program (this form).		Electronic media via Email
<b>III. Construction Cost Savings</b>			
a. AND	Written commitment from funding sources.		Electronic media via Email
<b>III. Construction Cost Savings (cont'd)</b>			
a.	Calculation of Leveraged Assistance Worksheet.		Electronic media via Email
b.	Evidence of Donated Land.		Electronic media via Email
<b>IV. Operational Cost Savings</b>			
	Sources of operational cost savings and calculations.		Electronic media via Email



<b>Form Reference</b>	<b>Item</b>	<b>Hard Copy Submission</b>	<b>Electronic Submission</b>
<b>V. Project in a Persistent Poverty County</b>			
	Evidence of project in a Persistent Poverty County based on ERS data.		Electronic media via Email
<b>VI. Tenant Services</b>			
	Details of each service in the Tenant Services Plan along with letters of intent.		Electronic media via Email
<b>VII. A. Energy Conservation for New Construction</b>			
a. OR	Written certification, including checklist and affidavit, to participate in the EPA's Energy Star for Homes V3 Program.		Electronic media via Email
b. OR	Written certification, including checklist and affidavit, to participate in the Green Communities Program by the Enterprise Community Partners.		Electronic media via Email
c. OR	Written certification, including checklist and affidavit, to participate in LEED for Homes program by the United States Green Building Council.		Electronic media via Email
c. AND	Written certification, including checklist and affidavit, to participate in Home Innovation's and the National Association of Home Builders National Green Building Standard TM.		Electronic media via Email
d.	Written certification, including checklist and affidavit, to participate in the Department of Energy's Zero Energy Ready program.		Electronic media via Email
e.	Written certification to participate in local green/energy-efficient building standards.		Electronic media via Email
<b>VII. B. Energy Conservation for General Rehabilitation</b>			
a.	Written commitment, including checklist and affidavit, to participate in the Green Communities Program by the Enterprise Community Partners.		Electronic media via Email
b.	Written commitment to participate in local green/energy-efficient building standards.		Electronic media via Email
<b>VIII. Energy Generation</b>			
a.	Preliminary building plans and an energy analysis that shows that the project will achieve 10 to 100 percent energy generation commitment.		Electronic media via Email
b.	Participation in an off-grid system		Electronic media via Email
<b>IX. Water Conservation Measures for Irrigation Needs</b>			
a.	Use of an engineered recycled water system for landscape irrigation.		Electronic media via Email

Form Reference	Item	Hard Copy Submission	Electronic Submission
<b>X. Green Property Management Credentials</b>			
a.	Resumes of the designated property management company or individuals responsible for maintenance and operations that have a credential for Green Property Management.		Electronic media via Email

**b. Check submission of required documentation as specified in Section C. of the NOSA.**

NOSA Reference in Section C. 2	Item	Hard Copy Submission	Electronic Submission
(1)	Double-spaced summary page with a. Applicant's Name, b. Applicant's Taxpayer Identification Number, c. Applicant's address, d. Applicant's telephone number, e. Name of applicant's contact person, telephone number and address, f. Amount of loan and grant requested, and g. DUNs number if applying for a grant.		Media Email
(3)	Narrative verifying the applicant's ability to meet eligibility requirements.		Media Email
(4)	Standard Form 424, "Application for Federal Assistance," which can be obtained at <a href="http://www.grants.gov">http://www.grants.gov</a> or from any Rural Development State Office at: <a href="https://www.rd.usda.gov/contact-us/state-offices">https://www.rd.usda.gov/contact-us/state-offices</a>		Media Email
(5)	For loan pre-applications, current (within <i>6 months of pre-application date</i> ) financial statements with the following paragraph certified by the applicant's designated and legally authorized signer: "I/we certify the above is a true and accurate reflection of our financial condition as of the date stated herein. This statement is given for the purpose of inducing the United States of America to make a loan or to enable the United States of America to make a determination of continued eligibility of the applicant for a loan as requested in the loan application of which this statement is a part."		Media Email
(6)	For loan pre-applications, a check for \$24 from applicants made out to the <b>U.S. Department of Agriculture</b> . This will be used to pay for credit reports obtained by Rural Development.		Media Email
(7)	Evidence that the applicant is unable to obtain credit from other sources. Letters from credit institutions which normally provide real estate loans in the area should be obtained and these letters should indicate the rates and terms upon which a loan might be provided. ( <b>Note:</b> Not required for State or local public agencies or Indian tribes.)		Media Email
(8)	If a FLH grant is desired, a statement concerning the need for a FLH grant. The statement should include preliminary estimates of the rents required with and without a grant.		Media Email
(9)	A statement of the applicant's experience in operating labor housing or other rental housing. If the applicant's experience is limited, additional information should be provided to indicate how the applicant plans to compensate for this limited experience.		Media Email

NOSA Reference in Section C. 2	Item	Hard Copy Submission	Electronic Submission
(10)	A brief statement explaining the applicant’s proposed method of operation and management (i.e., on-site manager, contract for management services, etc.).		Media Email
(11)	Provide your entity’s projected Return on Investment (ROI) for the requested funds to demonstrate the effectiveness and efficiency of your proposal. Include the methodology and assumptions you used in the ROI calculation along with a detailed examination of outputs and outcomes.		Media Email
(12) (i)	A copy of, or an accurate citation to, the special provisions of State law under which the Applicant is organized, along with a copy of the applicant’s charter, Articles of Incorporation, and by-laws.		Media Email
(12) (ii)	The names, occupations, and addresses of the applicant’s members, directors, and officers.		Media Email
(12) (iii)	If a member or subsidiary of another organization, the organization’s name, address, and nature of business.		Media Email
(13)	A preliminary market survey or market study to identify the supply and demand for farm labor housing in the market area. The market area must be clearly identified and may include only the area from which tenants can reasonably be drawn for the proposed project. Documentation must be provided to justify a need within the intended market area for the housing of domestic farm laborers. The documentation must take into account disabled and retired farm waters. The preliminary survey should address or include all items as noted under this section of the NOSA.		Media Email
(14)	A checklist, certification and signed affidavit by the project architect or engineer, as applicable, for any energy programs listed in the NOSA that the applicant intends to participate in.		Media Email
<b>(15) The following forms are required</b>			
(i)	A prepared HUD Form 935.2A, “Affirmative Fair Housing Marketing Plan (AFHM) Multi-family Housing” in accordance with 7 CFR 1901.203(c). The plan will reflect that occupancy is open to all qualified “domestic farm laborers,” regardless of which farming operation they work and that they will not discriminate on the basis of race, color, sex, age, disability, marital or familial status or National origin in regard to the occupancy or use of the units. The form can be found at : <a href="https://www.hud.gov/sites/documents/935-2A.PDF">https://www.hud.gov/sites/documents/935-2A.PDF</a>		Media Email
(ii)	A proposed operating budget utilizing Form RD 3560–7, “Multiple Family Housing Project Budget/Utility Allowance,” can be found at <a href="https://forms.sc.eqov.usda.gov/efcommon/eFileServices/eForms/RD3560-7.PDF">https://forms.sc.eqov.usda.gov/efcommon/eFileServices/eForms/RD3560-7.PDF</a>		Media Email
(iii)	An estimate of development cost utilizing Form RD 1924–13, “Estimate and Certificate of Actual Cost,” can be found at: <a href="https://forms.sc.eqov.usda.gov/efcommon/eFileServices/eForms/RD1924-13.PDF">https://forms.sc.eqov.usda.gov/efcommon/eFileServices/eForms/RD1924-13.PDF</a>		Media Email

NOSA Reference in Section C. 2	Item	Hard Copy Submission	Electronic Submission
(iv)	Form RD 3560–30, “Certification of no Identity of Interest (IOI),” can be found at: <a href="https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD3560-30.PDF">https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD3560-30.PDF</a> and Form RD 3560–31, “Identity of Interest Disclosure/Qualification Certification,” can be found at: <a href="https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD3560-31.PDF">https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD3560-31.PDF</a>		Media Email
(v)	Form HUD 2530, “Previous Participation Certification,” can be found at <a href="http://portal.hud.gov/hudportal/documents/huddoc?id=2530.PDF">http://portal.hud.gov/hudportal/documents/huddoc?id=2530.PDF</a>		Media Email
(vi)	If requesting RA or Operating Assistance, Form RD 3560–25, “Initial Request for Rental Assistance or Operating Assistance,” is found at: <a href="https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD3560-25.PDF">https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD3560-25.PDF</a>		Media Email
(vii)	Form RD 400–4, “Assurance Agreement,” can be found at: <a href="https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD400-4.PDF">https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD400-4.PDF</a> . Applicants for revitalization, repair, and rehabilitation funding are to apply through the Multi-Family Housing Preservation and Revitalization (MPR) Demonstration Program.		Media Email
(viii)	Evidence of compliance with Executive Order 12372. The applicant must send a copy of Form SF–424, “Application for Federal Assistance,” to the applicant’s State clearinghouse for intergovernmental review. If the applicant is located in a State that does not have a clearinghouse, the applicant is not required to submit the form. Applications from federally recognized Indian tribes are not subject to this requirement.		Media Email
(16)	Evidence of site control, such as an option contract or sales contract. In addition, a map and description of the proposed site, including the availability of water, sewer, and utilities and the proximity to community facilities and services such as shopping, schools, transportation, doctors, dentists, and hospitals.		Media Email
(17)	Preliminary plans and specifications, including plot plans, building layouts, and type of construction and materials. The housing must meet Rural Development’s design and construction standards contained in 7 CFR part 1924, subparts A and C and must also meet all applicable Federal, State, and local accessibility standards.		Media Email
(18)	A supportive services plan, which describes services that will be provided on-site or made available to tenants through cooperative agreements with service providers in the community, such as a health clinic or day care facility. Off-site services must be accessible and affordable to farm workers and their families. Letters of intent from service providers are acceptable documentation at the pre-application stage.		Media Email
(19)	A Sources and Uses statement which shows all sources of funding included in the proposed project. The terms and schedules of all sources included in the project should be included in the Sources and Uses statement.		Media Email

NOSA Reference in Section C. 2	Item	Hard Copy Submission	Electronic Submission
(20)	A separate one-page information sheet listing each of the “Pre-Application Scoring Criteria” contained in this Notice, followed by a reference to the page numbers of all relevant material and documentation that is contained in the proposal that supports the criteria.		Media Email
(21)	Applicants are encouraged, but not required, to include a checklist of all of the pre-application requirements and to have their pre-application indexed and tabbed to facilitate the review process.		Media Email
(22)	Evidence of compliance with the requirements of the applicable State Housing Preservation Office (SHPO) and/or Tribal Historic Preservation Officer (THPO). A letter from the SHPO and/or THPO where the off-farm labor housing project is located, signed by their designee will serve as evidence of compliance.		Media Email
(23)	Environmental information pursuant to the requirements in 7 CFR 1970.		Media Email

## XII. Consent to Release Information

Please indicate whether you are willing to allow USDA to make the following information public by checking one of the options below:

**I consent to allow USDA to make the following information public:**

- **Project Name and Project State**
- **Total Funds Requested**
- **Application Score**

**I do NOT consent to allow USDA to make the following information public:**

- **Project Name and Project State**
- **Total Funds Requested**
- **Application Score**

## XIII. FLH 2018 Scoring

**PLEASE NOTE:** The scoring below is based on the responses that you have provided on this pre-application form and may not accord with the final score that the Agency assigns upon evaluating the supporting documentation that you submit. Your score may change from what you see here if the supporting documentation does not adequately support your answer or, if required documentation is missing.

	<b>Scoring Items for FLH 2018</b>	<b>Points Earned</b>
1.	Construction Cost Savings (5 thru 20)	
2.	Operational Cost Savings (2 thru 50)	
3.	Project located in a Persistent Poverty County (10)	
4.	List of Tenant Services that will be provided (2 thru 10)	
	<b>A. Energy Conservation for New Construction (2 thru 12)</b>	
5.	Participation in Department of Energy's Energy Star for Homes Program (2) <b>OR</b>	
6.	Participation in the Green Communities Program (4) <b>OR</b>	
7.	Participation in LEED for Homes program or NAHB's National Green Building Standard TM (2 to 8) <b>AND</b>	
8.	Participation in Department of Energy's Zero Energy Ready program (2) <b>AND</b>	
9.	Participation in local green/energy-efficient building standards (2)	
	<b>B. Energy Conservation for General Rehabilitation (2 thru 5)</b>	
10.	Participation in the Green Communities Program (3)	
11.	Participation in local green/energy-efficient building standards (2)	
	<b>Energy Generation (Items 12 and 13) (1 thru 6)</b>	
12.	Energy Generation from on-site renewable energy sources (1 thru 5)	
13.	Energy Generation from an off-grid system (1)	
14.	Water conservation measures for landscape irrigation (1)	
15.	Green Property Management Credentials (1)	
	<b>Total Score:</b>	

**IMPORTANT: Please read and follow these steps before submitting this form.**

- Step 1:** Please **Save** the form with the Project name and State in the Filename, before you click the Send Form button. Pre-applications submitted with the default filename will not be accepted as it will default to a blank form with no data.
- Step 2:** Once your supporting documents are ready for submission, click **Send Form** to open up an email window with the pre-application attached as an **.fdf** data file. You must submit the **.fdf** data file in order for your pre-application to be processed. Please **add** the **.pdf** file that you saved in Step 1. Enter the **Project Name** and **State** in the Subject line of the email and then send the email with the two attachments.
- Step 3:** You may print the form for your records.

**Rules to follow for electronic submission of Supporting Documents for this pre-application:**

1. On receipt of your electronic pre-application form you will receive an Auto Reply with the email address for submitting your supporting documents. Please submit all supporting documents to this email address if submitting electronically.
2. Submit all of your supporting documents at the same time and not individually or in batches at different intervals.
3. In the Email Subject line enter the **Project Name** and **State** in order to identify the supporting documents and tie them to your pre-application form.
4. Submit each supporting document as a separate file with an easily identifiable filename. Filenames with special characters such as an “&” will be rejected by the system. Letters, numbers and spaces are permissible. Filenames may not exceed 64 characters.
5. In some instances, you may exceed the limits on the filesize of an attachment or the total number of attachments that you can include in one email. If the submission is not successful, you may need to limit the size or number of files sent in one email. In this case, you may use more than one email to submit all of your supporting documents. Do not resend documents that you previously sent.

The following file types are acceptable: Adobe .pdf, Word and Excel. We will not accept zip files or links to files stored on other sites.