



Housing Credits Invoice

Dated: February 12, 2026

Deal # :	3673
Deal Name:	Harwood Place II
Cycle Name:	2026 9% Competitive

Owner Name:	Harwood Place II VA LLC
Contact:	Jen Surber
Email:	

This invoice summary displays the current fees due as well as any past due invoices.

Invoice #	Description	Amount due
3673-4426	Application Fee	\$1,000.00

Invoices appear in the portal the day following issuance. Please allow time for processing.

Please pay by invoice # via our secure Virginia Housing Rental Housing Invoice Portal,
www.VirginiaHousing.com/RHInvoice or access from VirginiaHousing.com via Login options.

→ If you are new to the portal, register with code **863**. Creating an account is for contact purposes only. No banking information is stored within our systems.

For instructions on this process, go to www.VirginiaHousing.com/RHInvoiceInstructions

or send a check include a copy of the invoice to:

Virginia Housing
Attn: TC Allocation
601 S. Belvidere Street
Richmond, VA 23220

*All previous banking information has changed.
Please do not wire funds using prior year's
information.*

Virginia Rental Housing Transaction Notice

From Virginia Housing <VirginiaHousingRental@virginiahousing.com>

Date Sun 2/15/2026 5:16 PM

To Jen Surber <jensurber@surberdev.com>

A charge to your payment card has been scheduled!

You have authorized Virginia Rental Housing to CHARGE a One-Time payment card payment. Please review the information below and retain this email for your records.

Processing Date: 02/17/2026

Effective Date: 02/17/2026

Card Name: Master Card

Card Account: *****5298

Payment Amount: \$1,030.00

Payment Tracking Number: 756662555

Payment Authorized On: 02/15/2026 04:16PM CT

Authorization Method: Scheduled on the Internet

Reference Information

Client Reference Number: JenSurber

Description:

This authorization is to remain in full force and effect for this transaction only and for the amount listed above.

Please address questions or concerns by calling Virginia Rental Housing directly at 804-783-6734 during our business hours of 8:00am - 6:00pm M-F.

NOTE: THIS E-MAIL ADDRESS IS NOT MONITORED. PLEASE DO NOT REPLY TO THIS MESSAGE!

ID:Z-756662555

2026 Federal Low Income Housing Tax Credit Program for Virginia

Application For Reservation

Deadline for Submission

9% Competitive Credits

Applications and Fees Must Be Received

No Later Than **12:00 PM** Richmond, VA Time On **March 12, 2026**

Tax Exempt Bonds

Applications and Fees Must Be Received

No Later Than **12:00 PM** Richmond, VA Time for one of the
available

4% credit rounds- **January 15, 2026, July 1, 2026 or October 1,
2026.**

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



INSTRUCTIONS FOR THE VIRGINIA 2026 LIHTC APPLICATION FOR RESERVATION

This application was prepared using Excel, Microsoft Office 365. Please note that using the active Excel workbook does not eliminate the need to submit the 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 all credits:

Applicants should submit the application package via Procorem prior to the application deadline, which is **12:00 PM** Richmond Virginia time for each round. 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 via your specific Procorem workcenter.

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:

Virginia Housing only accepts files via our work center sites on Procorem. Contact TaxCreditApps@virginiahousing.com for access to Procorem or for the creation of a new deal workcenter. Do not submit any application materials to any email address unless specifically requested by the Virginia Housing LIHTC Allocation Department staff.

Disclaimer:

Virginia Housing 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 Virginia Housing.

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. You may also use the drag function.

▶ 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 Virginia Housing LIHTC Allocation Department. Please note that we cannot release the copy protection password.

Virginia Housing LIHTC Allocation Staff Contact Information

Name	Email	Phone Number
Stephanie Flanders	stephanie.flanders@virginiahousing.com	(804) 343-5939
Phil Cunningham	phillip.cunningham@virginiahousing.com	(804) 343-5514
Lauren Dillard	lauren.dillard@virginiahousing.com	(804) 584-4729
Hadia Ali	hadia.ali@virginiahousing.com	(804) 343-5873

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29. Mixed Construction - Cost Distribution	For Mixed Construction type Applications only - indicates how costs are distributed across the different construction activities

2026 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 Virginia Housing's point system of ranking applications, and may assist Virginia Housing in its determination of the appropriate amount of credits that may be reserved for the development.

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | \$1,000 Application Fee (MANDATORY) - Invoice information will be provided in your Procorem Workcenter |
| <input checked="" type="checkbox"/> | Electronic Copy of the Microsoft Excel Based Application (MANDATORY) |
| <input checked="" type="checkbox"/> | PDF Copy of the <u>Signed</u> Tax Credit Application with Attachments (Tabs A-AB) (MANDATORY) |
| <input checked="" type="checkbox"/> | Electronic Copy of the Market Study (MANDATORY - Application will be disqualified if study is not submitted with application) |
| <input checked="" type="checkbox"/> | Electronic Copy of the Plans (MANDATORY) |
| <input type="checkbox"/> | Electronic Copy of the Specifications (MANDATORY) |
| <input type="checkbox"/> | Electronic Copy of the Existing Condition questionnaire (MANDATORY if Rehab) |
| <input type="checkbox"/> | Electronic Copy of Unit by Unit Matrix and Scope of Work narrative (MANDATORY if Rehab) |
| <input type="checkbox"/> | Electronic Copy of the Physical Needs Assessment (MANDATORY at reservation for a 4% rehab request) |
| <input type="checkbox"/> | Electronic Copy of Appraisal (MANDATORY if acquisition credits requested) |
| <input type="checkbox"/> | Electronic Copy of Environmental Site Assessment (Phase I) (MANDATORY if 4% credits requested) |
| <input checked="" type="checkbox"/> | Electronic Copy of Signed Previous Participation Agreement |
| <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | Tab A: Chart of ownership structure with percentage of interests (see manual for details) (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab B: Virginia State Corporation Commission Certification (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab C: Syndicator's or Investor's Letter of Intent (MANDATORY) |
| <input type="checkbox"/> | Tab D: <i>Any supporting documentation related to List of LIHTC Developments or Previous Participation Agreement</i> |
| <input checked="" type="checkbox"/> | Tab E: Site Control Documentation & Most Recent Real Estate Tax Assessment (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab F: Third Party RESNET Rater Certification and Sample HERS certificates (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab G: Zoning Certification Letter (MANDATORY) |
| <input checked="" type="checkbox"/> | Tab H: Attorney's Opinion using Virginia Housing template (MANDATORY) |
| <input type="checkbox"/> | Tab I: Nonprofit Questionnaire (MANDATORY for points or pool) |
| | The following documents need not be submitted unless requested by Virginia Housing: |
| | -Nonprofit Articles of Incorporation -IRS Documentation of Nonprofit Status |
| | -Joint Venture Agreement (if applicable) -For-profit Consulting Agreement (if applicable) |
| <input type="checkbox"/> | Tab J: Relocation Plan and Unit Delivery Schedule (MANDATORY if Rehab) |
| <input type="checkbox"/> | Tab K: Documentation of Development Location: |
| <input checked="" type="checkbox"/> | K.1 Revitalization Area Certification |
| <input checked="" type="checkbox"/> | K.2 Surveyor's Certification of Proximity To Public Transportation using Virginia Housing template |
| <input checked="" type="checkbox"/> | Tab L: PHA / Section 8 Notification Letter |
| <input type="checkbox"/> | Tab M: <i>(left intentionally blank)</i> |
| <input type="checkbox"/> | Tab N: Homeownership Plan |
| <input type="checkbox"/> | Tab O: Plan of Development Certification Letter |
| <input type="checkbox"/> | Tab P: Zero Energy or Passive House documentation for prior allocation by this developer |
| <input 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 Utility Allowance Calculation |
| <input type="checkbox"/> | Tab S: Supportive Housing Certification |
| <input type="checkbox"/> | Tab T: Funding Documentation |
| <input checked="" type="checkbox"/> | Tab U: Acknowledgement by Tenant of the availability of Renter Education provided by Virginia Housing |
| <input type="checkbox"/> | Tab V: Nonprofit or LHA Purchase Option or Right of First Refusal |
| <input checked="" type="checkbox"/> | Tab W: Internet Safety Plan and Resident Information Form |
| <input checked="" type="checkbox"/> | Tab X: Marketing Plan for units meeting accessibility requirements of HUD section 504 |
| <input type="checkbox"/> | Tab Y: Inducement Resolution for Tax Exempt Bonds |
| <input checked="" type="checkbox"/> | Tab Z: Documentation of team member's Veteran Owned Small Business certification |
| <input type="checkbox"/> | Tab AA: Priority Letter from Rural Development |
| <input checked="" type="checkbox"/> | Tab AB: Ownership's Veteran Owned Small Business Certification |

VHDA TRACKING NUMBER **2026-C-57**

A. GENERAL INFORMATION ABOUT PROPOSED DEVELOPMENT

Application Date: **3/12/26**

1. Development Name: **Harwood Place II**

2. Address (line 1): **TBD E Criser Road**
 Address (line 2):
 City: **Front Royal** State: **VA** Zip: **22630**

3. If complete address is not available, provide longitude and latitude coordinates (x,y) from a location on site that your surveyor deems appropriate. Longitude: **38.90800** Latitude: **-78.18713**
 (Only necessary if street address or street intersections are not available.)

4. The Circuit Court Clerk's office in which the deed to the development is or will be recorded:
 City/County of **Warren County**

5. The site overlaps one or more jurisdictional boundaries. **FALSE**
 If true, what other City/County is the site located in besides response to #4?

6. Development is located in the census tract of: **205.00**

7. Development is located in a **Qualified Census Tract**. **FALSE** *ote regarding DDA and QCT*

8. Development is located in a **Difficult Development Area** **FALSE**

9. Development is located in a **Revitalization Area based on QCT**. **FALSE**

10. Development is located in a **Revitalization Area designated by resolution or by the locality**. **TRUE**

11. Development is located in an **Opportunity Zone** (with a binding commitment for funding). **FALSE**
 (If 9, 10 or 11 are True, **Action**: Provide required form in **TAB K1**)

12. Development is located in a census tract with a household poverty rate

3%	10%	12%
FALSE	FALSE	TRUE

13. Development is located in a medium or high-level economic development jurisdiction based **FALSE**

14. Development is located on land owned by federally or Virginia recognized Triba **FALSE**

- Enter only Numeric Values below:**
15. Congressional District: **6**
 Planning District: **7**
 State Senate District: **1**
 State House District: **31**

VHDA TRACKING NUMBER 2026-C-57

A. GENERAL INFORMATION ABOUT PROPOSED DEVELOPMENT

Application Date: 3/12/26

16. Development Description: In the space provided below, give a brief description of the proposed development

Harwood Place II consists of the new construction of 41 multifamily units.

17. 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: Joe Petty
Chief Executive Officer's Title: Town Manager
Street Address: 102 E Main Street
City: Front Royal State: VA Zip: 22630
Phone: (540) 635-8007

Name and title of local official you have discussed this project with who could answer questions for the local CEO: Lauren Kopishke, Planning Director/Zoning Administrator

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

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

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

B. RESERVATION REQUEST INFORMATION

1. Requesting Credits From:

a. If requesting 9% Credits, select credit pool:

Northwest / North Central VA Pool

or

b. If requesting Tax Exempt Bond credits, select the round.

[Redacted]

For Tax Exempt Bonds, where are bonds being issued?

[Redacted]

ACTION: Provide Inducement Resolution at **TAB Y** (if available)

2. Type(s) of Allocation/Allocation Year (skip for TE Credits)

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, 2026.

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, 2026, 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 2026 credits pursuant to Section 42(h)(1)(E).

3. Select Building Allocation type:

New Construction

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

a. A site plan has been submitted with this application indicating two developments on the same or contiguous site. One development to this 9% allocation request and the remaining development will be a 4% tax exempt bond ap FALSE

If true, provide name of companion development

a. Has the developer met with Virginia Housing regarding the 4% tax exempt bond FALSE

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

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: 50

Definition of selection:

Development will be subject to an extended use agreement of 35 additional years after the 15-year compliance period for a total of 50 years.

7. Virginia Housing would like to encourage the efficiency of electronic payments. Indicate if developer commits to submitting any p due the Authority, including reservation fees and monitoring fees, by electronic payment. TRUE

Virginia Housing offers the Rental Housing Invoicing Portal to allow easy payments via secure ACH transactions. See Login at top rig An invoice for your application fee along with access information was provided in your development's assigned Procorem w

C. OWNERSHIP INFORMATION

NOTE: Virginia Housing 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 Virginia Housing 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.

a. Owner Name: Harwood Place II VA LLC

Developer Name: Surber Development and Consulting LLC

Contact: M/M First: Jen MI: Last: Surber

Address: 120 Green Tree Circle

City: Bristol St. VA Zip: 24201

Phone: (276) 698-8760 Ext. Fax:

Email address: jensurber@surberdev.com

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

Select type of entity: limited liability company Formation State: Virginia

Additional Contact: Please Provide Name, Email and Phone number.

- ACTION:** a. Provide Certification from Virginia State Corporation Commission (**Mandatory TAB B**)
b. Complete the Principals' Previous Participation Certification tabs within this spreadsheet. Include signed in Application PDF, along with ROFR, if applicable.

b. TRUE Indicate if at least one principal listed within Org Chart has a Veteran-Owned Small Business Certification at least 25% ownership interest in the controlling general partner or managing member as defined in

ACTION: If true, provide Virginia Housing Veteran Owned Small Business Certification (**TAB AB**)

c. FALSE Indicate True if the owner meets the following statement:

An applicant with a principal that, within three years prior to the current application, beginning with deals awarded in 2025, received an IRS Form 8609 for placing a separate 9% development in service without returning credits to or requesting additional credits from the issuing housing finance agency, will be permitted to increase the amount of developer's fee included in the development's eligible basis by 10%.

If True above, what property placed in service

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 Virginia Housing 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):

Select Type: ▶ Option

Expiration Date: 10/31/26

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 Virginia Housing. See QAP for further details.

ACTION: Provide documentation and most recent real estate tax assessment - **Mandatory TAB E**

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 9/27/27 .
 - 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

3. Seller Information:

Name: The Boisseau Family, LC III

Address: 340 S. Commerce Avenue

City: Front Royal St.: VA Zip: 22630

Contact Person: Pete Waldbauer Phone: (804) 697-3564

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%

E DEVELOPMENT TEAM INFORMATION

Complete the following as applicable to your development team.

► Indicate Veteran Owned Small Business designation (as defined in the manual) to each team member (if applicable). You can mark True for 3 members to receive the full 10 points.

ACTION: Provide copy of certification from Commonwealth of Virginia, if applicable - **TAB Z**

1. Tax Attorney:		This is a Related Entity.	FALSE
Firm Name:			
Address:		Veteran Owned Small B	FALSE
City, State, Zip			
Email:		Phone:	
2. Tax Accountant:	Tim Smith	This is a Related Entity.	FALSE
Firm Name:	Bernard Robinson & Company, L.L.P.		
Address:	1501 Highwoods Boulevard; Suite 300	Veteran Owned Small B	FALSE
City, State, Zip	Greensboro, NC 27410		
Email:	tsmith@brccpa.com	Phone:	(336) 294-4494
3. Consultant:		This is a Related Entity.	FALSE
Firm Name:			
Address:		Veteran Owned Small B	FALSE
City, State, Zip		Role:	
Email:		Phone:	
4. Management Entity:	Ann Hanson	This is a Related Entity.	FALSE
Firm Name:	Excel Property Management, LLC		
Address:	1004 Bullard Court; Suite 106	Veteran Owned Small B	FALSE
City, State, Zip	Raleigh, NC 27615		
Email:	ahanson@envolvellc.com	Phone:	(919) 878-0522
5. Contractor:	TBD	This is a Related Entity.	FALSE
Firm Name:			
Address:		Veteran Owned Small B	FALSE
City, State, Zip			
Email:	TBD	Phone:	
6. Architect:	Mike Osman	This is a Related Entity.	FALSE
Firm Name:	Steele Group Architects		
Address:	217 West 6th Street	Veteran Owned Small B	FALSE
City, State, Zip	Winston-Salem, NC 27101		
Email:	mike.osman@steelegrp.com	Phone:	(336) 734-2003

E DEVELOPMENT TEAM INFORMATION

7. Real Estate Attorney	David T. Pryzwansky	This is a Related Entity.	FALSE
Firm Name:	The Pryzwansky Law Firm, P.A.		
Address:	1130 Situs Court; Suite 244	Veteran Owned Small B	FALSE
City, State, Zip	Raleigh, NC 27606		
Email:	david@pryzlaw.com	Phone:	(919) 828-8668
8. Mortgage Banker:		This is a Related Entity.	FALSE
Firm Name:			
Address:		Veteran Owned Small B	FALSE
City, State, Zip			
Email:		Phone:	
9. Other 1:	Matt Martin	This is a Related Entity.	FALSE
Firm Name:	Veteran Elevated Solutions LLC		
Address:	2000 E. Grace Street	Veteran Owned Small B	TRUE
City, State, Zip	Richmond, VA 23223	Role:	Application Consultant
Email:	MattMartin@elevatedinc.co	Phone:	(989) 430-5249
10. Other 2:	Tim Farinholt	This is a Related Entity.	FALSE
Firm Name:	Tim's Garage & Consulting, LLC		
Address:	2308 Park Avenue	Veteran Owned Small B	TRUE
City, State, Zip	Richmond, VA 23220	Role:	Application Consultant
Email:	tfarinholt@timsgarage.org	Phone:	(804) 412-5798
11. Other 3:	Richard Boston	This is a Related Entity.	FALSE
Firm Name:	Richard Boston Development LLC		
Address:	2617 High Plains Drive	Veteran Owned Small B	TRUE
City, State, Zip	Fuquay-Varina, NC 27523	Role:	Application Consultant
Email:	Harpon05@gmail.com	Phone:	(330) 207-3303
12. Other 4:		This is a Related Entity.	FALSE
Firm Name:			
Address:		Veteran Owned Small B	FALSE
City, State, Zip		Role:	
Email:		Phone:	
13. Other 5:		This is a Related Entity.	FALSE
Firm Name:			
Address:		Veteran Owned Small B	FALSE
City, State, Zip		Role:	
Email:		Phone:	

F. REHAB INFORMATION

1. Acquisition Credit Information

- a. Credits are being requested for existing buildings being acquired for development. FALSE

Action: If true, provide an electronic copy of the Existing Condition Questionnaire, Unit by Unit Matrix and Appraisal.

- b. This development has received a previous allocation of credits FALSE
 If so, when was the most recent year that this development received credits?
 If this is a preservation deal,
 what date did this development enter its Extended Use Agreement period?

- c. The development has been provided an acknowledgement letter from Rural Development regarding its preservation priority? FALSE

- d. This development is an existing RD or HUD S8/236 development FALSE
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 Virginia Housing 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 Virginia Housing 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. FALSE

- 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). FALSE

- d. There are different circumstances for different buildings. FALSE
Action: (If True, provide an explanation for each building in Tab K)

F. REHAB INFORMATION

3. Rehabilitation Credit Information

a. Credits are being requested for rehabilitation expenditures. FALSE

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). FALSE

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)

G. NONPROFIT INVOLVEMENT

Applications for 9% Credits - Section 1 must be completed in order to compete in the Non Profit tax credit pool.

All Applicants - Section 2 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 compliance period...
FALSE d. Own, either directly or through a partnership or limited liability company, 100% of the 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)

FALSE There is nonprofit involvement in this development. (If false, skip to #3.)

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

B. Type of involvement:

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

or

FALSE Nonprofit meets eligibility requirements for nonprofit pool and points.

C. Identity of Nonprofit (All nonprofit applicants):

The nonprofit organization involved in this development is: [Yellow box]

Name: [Yellow box]

Contact Person: [Yellow box]

Street Address: [Yellow box]

City: [Yellow box] State: [Yellow box] Zip: [Yellow box]

Phone: [Yellow box] Contact Email: [Yellow box]

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

Specify the nonprofit entity's percentage ownership of the general partnership 0.0%

G. NONPROFIT INVOLVEMENT

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

- A. **FALSE** 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. See manual for more specifics.

Action: Provide Option or Right of First Refusal in recordable form using Virginia Housing's template. **(TAB V)**
 Provide Nonprofit Questionnaire (if applicable) **(TAB I)**

Name of qualified nonprofit: _____

or indicate true if Local Housing Authority **FALSE**

Name of Local Housing Authority _____

- 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.

Do not select if extended compliance is selected on Request Info Tab

Action: Provide Homeownership Plan **(TAB N)** and contact Virginia Housing for a Pre-App

NOTE: Applicant is required to waive the right to pursue a Qualified Contract.

H. STRUCTURE AND UNITS INFORMATION

General Information

a. Total number of all units in development	<u>41</u>	bedrooms	<u>105</u>
Total number of rental units in development	<u>41</u>	bedrooms	<u>105</u>
Number of low-income rental units	<u>41</u>	bedrooms	<u>105</u>
Percentage of rental units designated low-income	<u>100.00%</u>		
b. Number of new units:	<u>41</u>	bedrooms	<u>105</u>
Number of adaptive reuse units:	<u>0</u>	bedrooms	<u>0</u>
Number of rehab units:	<u>0</u>	bedrooms	<u>0</u>
c. If any, indicate number of planned exempt units (included in total of all units in development)	<u>0</u>		
d. Total Floor Area For The Entire Development	<u>59,803.08</u> (Sq. ft.)		
e. Unheated Floor Area (i.e. Breezeways, Balconies, Storage)	<u>11,296.00</u> (Sq. ft.)		
f. Nonresidential Commercial Floor Area (Not eligible for funding)	<u>0.00</u>		
g. Total Usable Residential Heated Area	<u>48,507.08</u> (Sq. ft.)		
h. Percentage of Net Rentable Square Feet Deemed To Be New Rental Space	<u>100.00%</u>		
i. Exact area of site in acres	<u>3.040</u>		
j. Locality has approved a final site plan or plan of developm	<u>FALSE</u>		
If True , Provide required documentation (TAB O).			
k. Requirement as of 2016: Site must be properly zoned for proposed development. ACTION: Provide required zoning documentation (MANDATORY TAB G)			
l. Development is eligible for Historic Rehab credits	<u>FALSE</u>		

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

UNIT MIX

a. Specify the **average size and number per unit type:**

LIHTC Units can not be greater than Total Rental

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

Unit Type	Average Sq Foot		# of LIHTC Units	Total Rental Units
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	0.00	SF	0	0
2BR Garden	1072.29	SF	18	18
3BR Garden	1269.82	SF	23	23
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
			41	41

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

Structures

- a. Number of Buildings (containing rental units) 1
- b. Age of Structure: 0 years
- c. Maximum Number of stories: 3
- d. The development is a scattered site development. FALSE
- e. Commercial Area Intended Use: _____
- 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
- 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). TRUE
 - If true, # of Elevators. 1
 - Elevator Type (if known) TBD

H. STRUCTURE AND UNITS INFORMATION

- i. Roof Type ▶ Sloped
- j. Construction Type ▶ Frame
- k. Primary Exterior Finish ▶ Brick

Site Amenities (indicate all proposed)

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

l. Describe Community Facilities: A community room of at least 749 square feet

m. Number of Proposed Parking Spaces 90
 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 or proffered public bus stop. TRUE
 If True, Provide required documentation (TAB K2).

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 structure
Notes 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% Application:
 - i. Phase I environmental assessment.
 - ii. Physical needs assessment for any rehab only development.
- c. **All Tax Exempt 4% Applications must submit plans and specifications complete at least through Design Development (DD) phase for all design disciplines.** Reference the separate Minimum Design and Construction Requirements document for a full list of submission requirements for New Construction and Rehabilitation projects.

NOTE: All developments must meet Virginia Housing'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.

J. ENHANCEMENTS

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

- a. **New Construction:** must obtain EnergyStar certification.
- b. **Rehabilitation:** renovation must result in at least a 30% performance increase or score an 80 or lower on the HERS
- 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. The HERS report should be completed for the whole development and not an individual unit.

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

ACTION: Provide RESNET rater certification of Development Plans (**TAB F**)

ACTION: Provide Internet Safety Plan and Resident Information Form (**Tab W**) if corresponding options selected

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

- | | |
|---------------|--|
| TRUE | a. A community/meeting room with a minimum of 749 square feet is provided with free WIFI access restricted to residents only. |
| 50.00% | b1. Percentage of brick covering the exterior walls. |
| 50.00% | b2. Percentage of Fiber Cement Board or other similar low-maintenance material approved by the Authority covering exterior walls. Community buildings are to be included in percentage calculations. |
| TRUE | c. All kitchen light fixtures are LED and meet MDCR lighting guidelines. |
| TRUE | d. Cooking surfaces are equipped with fire suppression features as defined in the manual |
| TRUE | e. Full bath fans are wired to primary light with delayed timer or has continuous exhaust by ERV/DOAS |
| | or |
| FALSE | f. Full bath fans are equipped with a humidistat. |
| FALSE | g. All faucets, toilets and showerheads in each bathroom are WaterSense labeled products. |
| FALSE | h. Rehab Only: Each unit is provided with the necessary infrastructure for high-speed internet/broadband service where it does not already exist. |
| TRUE | i. Each unit is provided free individual high-speed internet access.
<i>(Must have a minimum 20Mbps upload/100Mbps download speed per manual.)</i> |
| TRUE | j. Every kitchen, living room and bedroom contains, at minimum, one USB charging port. |
| FALSE | k. Rehab only: Each unit has dedicated space, drain and electrical hook-ups to accept a permanently installed dehumidification system. |
| | or |
| TRUE | l. All Construction types: each unit is equipped with a permanent dehumidification system. |
| TRUE | m. All interior doors within units are solid core. |
| TRUE | n. Installation of a renewable energy electric system in accordance with manufacturer's specifications and all applicable provisions of the National Electrical Code - Provide documentation at Tab F . |
| TRUE | o. 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. |

J. ENHANCEMENTS

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

- FALSE a. All cooking ranges have front controls.
- 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.
- FALSE d. Each unit has a shelf or ledge outside the primary entry door located in an interior hallway.

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:

- | | | | |
|--------------------------------|---|--------------------------------|--|
| <input type="checkbox"/> FALSE | Earthcraft Gold or higher certification | <input type="checkbox"/> TRUE | National Green Building Standard (NGBS) certification of Silver or higher. |
| <input type="checkbox"/> FALSE | LEED Certification | <input type="checkbox"/> FALSE | Enterprise Green Communities (EGC) Certification |

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.)

- | | | | |
|--------------------------------|--|-------------------------------|-------------------------|
| <input type="checkbox"/> TRUE | Zero Energy Ready Home Requirements | <input type="checkbox"/> TRUE | Passive House Standards |
| <input type="checkbox"/> FALSE | Applicant wishes to claim points from a prior allocation that has received certification for Zero Energy F or Passive House Standards. Provide certification at Tab P. See Manual for details and requirements. | | |

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 Virginia Housing's Universal Design Standards.
- 41 b. Number of Rental Units constructed to meet Virginia Housing's Universal Design standards:
100% of Total Rental Units

No Market Units listed on Structure 1a.

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

Architect of Record initial here that the above information is accurate per certification statement within this application.

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- | | | | |
|--------------------------------|--|-------------------------------|-------------------------|
| <input type="checkbox"/> TRUE | Zero Energy Ready Home Requirements | <input type="checkbox"/> TRUE | Passive House Standards |
| <input type="checkbox"/> FALSE | Applicant wishes to claim points from a prior allocation that has received certification for Zero Energy F or Passive House Standards. Provide certification at Tab P. See Manual for details and requirements. | | |

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

 Architect of Record initial here that the above information is accurate per certification statement within this application.

I. UTILITIES

1. Utilities Types:

- a. Heating Type Heat Pump
- b. Cooking Type Electric
- c. AC Type Central Air
- d. Hot Water Type Electric

2. Indicate True if the following services will be included in Rent:

- | | | | |
|---------------------|--------------|----------------|--------------|
| Water? | <u>FALSE</u> | Heat? | <u>FALSE</u> |
| Hot Water? | <u>FALSE</u> | AC? | <u>FALSE</u> |
| Lighting/ Electric? | <u>FALSE</u> | Sewer? | <u>FALSE</u> |
| Cooking? | <u>FALSE</u> | Trash Removal? | <u>TRUE</u> |

Utilities	Enter Allowances by Bedroom Size				
	0-BR	1-BR	2-BR	3-BR	4-BR
Heating	0	0	72	81	0
Air Conditioning	0	0	3	4	0
Cooking	0	0	5	6	0
Lighting	0	0	1	1	0
Hot Water	0	0	17	23	0
Water	0	0	20	27	0
Sewer	0	0	35	49	0
Trash	0	0	0	0	0
Total utility allowance for costs paid by tenant	\$0	\$0	\$153	\$191	\$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 Plummer Associates, Inc.

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

K. SPECIAL HOUSING NEEDS

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.

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

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

TRUE

Any development in which ten percent (10%) of the total 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 the application for credits.

All common space must also conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act.

Architect of Record initial here that the above information is accurate per certification statement within this application.

Special Housing Needs/Leasing Preference:

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

Elderly (as defined by the United States Fair Housing Act.)

Persons with Disabilities (must meet the requirements of the Federal Americans with Disabilities Act) - Accessible Supportive Housing Pool only

Supportive Housing (as described in the Tax Credit Manual)

If Supportive Housing is True: Will the supportive housing consist of units designated for tenants that are homeless or at risk of homelessness?

Action: Provide Permanent Supportive Housing Certification (**Tab S**)

b. The development has existing tenants and a relocation plan has been developed. **FALSE**

(If **True**, Virginia Housing 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 as described

Action: Provide Relocation Plan, Budget and Unit Delivery Schedule (**Mandatory if tenants are displ**

K. SPECIAL HOUSING NEEDS

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.


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

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

TRUE

Any development in which ten percent (10%) of the total 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 the application for credits.

All common space must also conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act.



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Special Housing Needs/Leasing Preference:

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

- ####** Elderly (as defined by the United States Fair Housing Act.)
- ####** Persons with Disabilities (must meet the requirements of the Federal Americans with Disabilities Act) - Accessible Supportive Housing Pool only
- ####** Supportive Housing (as described in the Tax Credit Manual)
If Supportive Housing is True: Will the supportive housing consist of units designated for tenants that are homeless or at risk of homelessness?

Action: Provide Permanent Supportive Housing Certification (**Tab S**)

b. The development has existing tenants and a relocation plan has been developed. **FALSE**

(If **True**, Virginia Housing 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 as described

Action: Provide Relocation Plan, Budget and Unit Delivery Schedule (**Mandatory if tenants are displ**

K. SPECIAL HOUSING NEEDS

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 waiting list: Shenandoah County Department of Social Services

Contact person: Wayne Bladen

Title: Housing Specialist

Phone Number: (540) 459-6226

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

b. Leasing preference will be given to individuals and families with childr 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: 23
% of total Low Income Units 56%

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

[Download Current CMA List from VirginiaHousing.com](http://VirginiaHousing.com)

Action: Provide documentation of tenant disclosure regarding Virginia Housing Rental Education (**Mandatory - Tab U**)

Target Population Leasing Preference

Unless prohibited by an applicable federal subsidy program, each applicant shall commit to provide a leasing preference to individuals (i) in a target population identified in a memorandum of understanding between the Authority and one or more participating agencies of the Commonwealth, (ii) having a voucher or other binding commitment for rental assistance from the Commonwealth, and (iii) referred to the development by a referring agent approved by the Authority. The leasing preference shall not be applied to more than ten percent (10%) of the total units in the development at any given time. The applicant may not impose tenant selection criteria or leasing terms with respect to individuals receiving this preference that are more restrictive than the applicant’s tenant selection criteria or leasing terms applicable to prospective tenants in the development that do not receive this preference, the eligibility criteria for the rental assistance from the Commonwealth, or any eligibility criteria contained in a memorandum of understanding between the Authority and one or more participating agencies of the Commonwealth.

Primary Contact for Target Population leasing preference. The agency will contact as needed.

First Name: Ann

Last Name: Hanson

Phone Number: (919) 878-0522 Email: ahanson@envolvellc.com

L. UNIT DETAILS

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

Note: In order to qualify for any tax credits, a development must meet one of three 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), (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), or (iii) 40% or more of the units are both rent-restricted and occupied by persons whose income does not exceed the imputed income limitation designated in 10% increments between 20% to 80% of the AMI, and the average of the imputed income limitations collectively does not exceed 60% of the AMI (this is called the Average Income Test (AIT)). All occupancy tests are 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
5	12.20%	30% Area Median
0	0.00%	40% Area Median
16	39.02%	50% Area Median
5	12.20%	60% Area Median
0	0.00%	70% Area Median
15	36.59%	80% Area Median
0	0.00%	Market Units
41	100.00%	Total

Rent Levels		
# of Units	% of Units	
0	0.00%	20% Area Median
5	12.20%	30% Area Median
0	0.00%	40% Area Median
16	39.02%	50% Area Median
5	12.20%	60% Area Median
0	0.00%	70% Area Median
15	36.59%	80% Area Median
0	0.00%	Market Units
41	100.00%	Total

b. Indicate that you are electing to receive points for the following deeper targets shown in the chart above and those targets will be reflected in the set-aside requirements within the Extended Use Agreement.

20-30% Levels TRUE 40% Levels FALSE 50% levels TRUE

c. The development plans to utilize average income test TRUE

2. Unit Mix Grid 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.

Architect of Record initial here that the information below is accurate per certification statement within this application.

	Unit Type (Select One)	Rent Target (Select One)	Number of Units	# of Units 504 compliant	Net Rentable Square Feet	Monthly Rent Per Unit	Total Monthly Rent
Mix 1	2 BR - 1.5 Bath	30% AMI	5	1	950.00	\$549.00	\$2,745
Mix 2	2 BR - 1.5 Bath	50% AMI	13	1	950.00	\$1,017.00	\$13,221
Mix 3	3 BR - 2 Bath	50% AMI	3	1	1125.00	\$1,159.00	\$3,477
Mix 4	3 BR - 2 Bath	60% AMI	5	1	1125.00	\$1,429.00	\$7,145
Mix 5	3 BR - 2 Bath	80% AMI	15	1	1125.00	\$1,779.00	\$26,685
Mix 6							\$0
Mix 7							\$0
Mix 8							\$0
Mix 9							\$0
Mix 10							\$0

L. UNIT DETAILS

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Note: In order to qualify for any tax credits, a development must meet one of three 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), (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), or (iii) 40% or more of the units are both rent-restricted and occupied by persons whose income does not exceed the imputed income limitation designated in 10% increments between 20% to 80% of the AMI, and the average of the imputed income limitations collectively does not exceed 60% of the AMI (this is called the Average Income Test (AIT)). All occupancy tests are 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
5	12.20%	30% Area Median
0	0.00%	40% Area Median
16	39.02%	50% Area Median
5	12.20%	60% Area Median
0	0.00%	70% Area Median
15	36.59%	80% Area Median
0	0.00%	Market Units
41	100.00%	Total

Rent Levels		
# of Units	% of Units	
0	0.00%	20% Area Median
5	12.20%	30% Area Median
0	0.00%	40% Area Median
16	39.02%	50% Area Median
5	12.20%	60% Area Median
0	0.00%	70% Area Median
15	36.59%	80% Area Median
0	0.00%	Market Units
41	100.00%	Total


b. Indicate that you are electing to receive points for the following deeper targets shown in the chart above and those targets will be reflected in the set-aside requirements within the Extended Use Agreement.

20-30% Levels TRUE 40% Levels FALSE 50% levels TRUE

c. The development plans to utilize average income test TRUE

2. Unit Mix Grid 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.

 Architect of Record initial here that the information below is accurate per certification statement within this application.

	Unit Type (Select One)	Rent Target (Select One)	Number of Units	# of Units 504 compliant	Net Rentable Square Feet	Monthly Rent Per Unit	Total Monthly Rent
Mix 1	2 BR - 1.5 Bath	30% AMI	5	1	950.00	\$549.00	\$2,745
Mix 2	2 BR - 1.5 Bath	50% AMI	13	1	950.00	\$1,017.00	\$13,221
Mix 3	3 BR - 2 Bath	50% AMI	3	1	1125.00	\$1,159.00	\$3,477
Mix 4	3 BR - 2 Bath	60% AMI	5	1	1125.00	\$1,429.00	\$7,145
Mix 5	3 BR - 2 Bath	80% AMI	15	1	1125.00	\$1,779.00	\$26,685
Mix 6							\$0
Mix 7							\$0
Mix 8							\$0
Mix 9							\$0
Mix 10							\$0

L. UNIT DETAILS

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
Mix 51							\$0
Mix 52							\$0
Mix 53							\$0
Mix 54							\$0
Mix 55							\$0
Mix 56							\$0
Mix 57							\$0
Mix 58							\$0
Mix 59							\$0
Mix 60							\$0
Mix 61							\$0
Mix 62							\$0
Mix 63							\$0
Mix 64							\$0
Mix 65							\$0
Mix 66							\$0

L. UNIT DETAILS

Mix 67									\$0
Mix 68									\$0
Mix 69									\$0
Mix 70									\$0
Mix 71									\$0
Mix 72									\$0
Mix 73									\$0
Mix 74									\$0
Mix 75									\$0
Mix 76									\$0
Mix 77									\$0
Mix 78									\$0
Mix 79									\$0
Mix 80									\$0
Mix 81									\$0
Mix 82									\$0
Mix 83									\$0
Mix 84									\$0
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
TOTALS			41	5					\$53,273

Total	41	Net Rentable SF: TC Units	42,975.00
Units		MKT Units	0.00
		Total NR SF:	42,975.00

Floor Space Fraction (to 7 decimals) 100.00000%

M. OPERATING EXPENSES

Administrative:

Use Whole Numbers Only!

1. Advertising/Marketing		\$750
2. Office Salaries		\$0
3. Office Supplies		\$750
4. Office/Model Apartment	(type _____)	\$0
5. Management Fee		\$28,080
<u>4.66%</u> of EGI	<u>\$684.88</u> Per Unit	
6. Manager Salaries		\$23,100
7. Staff Unit (s)	(type _____)	\$0
8. Legal		\$500
9. Auditing		\$6,000
## Bookkeeping/Accounting Fees		\$5,400
## Telephone & Answering Service		\$4,930
## Tax Credit Monitoring Fee		\$1,350
## Miscellaneous Administrative		\$400
Total Administrative		\$71,260

Utilities

## Fuel Oil		\$0
## Electricity		\$4,000
## Water		\$2,000
## Gas		\$0
## Sewer		\$2,000
Total Utility		\$8,000

Operating:

## Janitor/Cleaning Payroll		\$0
## Janitor/Cleaning Supplies		\$0
## Janitor/Cleaning Contract		\$0
## Exterminating		\$2,000
## Trash Removal		\$4,200
## Security Payroll/Contract		\$0
## Grounds Payroll		\$0
## Grounds Supplies		\$0
## Grounds Contract		\$13,850
## Maintenance/Repairs Payroll		\$19,500
## Repairs/Material		\$8,800
## Repairs Contract		\$13,500
## Elevator Maintenance/Contract		\$3,300
## Heating/Cooling Repairs & Maintenance		\$3,000
## Pool Maintenance/Contract/Staff		\$0
## Snow Removal		\$1,400
## Decorating/Payroll/Contract		\$500
## Decorating Supplies		\$500
## Miscellaneous		\$0
Totals Operating & Maintenance		\$70,550

M. OPERATING EXPENSES

Taxes & Insurance		
## Real Estate Taxes		\$34,100
## Payroll Taxes		\$0
## Miscellaneous Taxes/Licenses/Permits		\$0
## Property & Liability Insurance	\$729 per unit	\$29,880
## Fidelity Bond		\$0
## Workman's Compensation		\$0
## Health Insurance & Employee Benefits		\$2,500
## Other Insurance		\$0
Total Taxes & Insurance		<u>\$66,480</u>
Total Operating Expense		<u>\$216,290</u>

Total Operating Expenses Per Unit	<u>\$5,275</u>	C. Total Operating Expenses as % of	<u>35.89%</u>
--	----------------	--	---------------

Replacement Reserves (Total # Units X \$300 or \$250 New Const./Elderly Min \$12,300)

Total Expenses	\$228,590
-----------------------	------------------

N. PROJECT BUDGET - HARD COSTS

Cost/Basis/Maximum Allowable Credit

To select exclusion of allowable line items from Total Development Costs used in Cost limit calculations, select X in yellow box to

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.

<u>Must Use Whole Numbers Only!</u>		Amount of Cost up to 100% Includable in Eligible Basis--Use Applicable Column(s):		
Item	(A) Cost	"30% Present Value Credit"		(D)
		(B) Acquisition	(C) Rehab/ New Construction	"70 % Present Value Credit"
1. Contractor Cost				
a. Unit Structures (New)	12,747,064	0	0	12,747,064
b. Unit Structures (Rehab)	0	0	0	0
c. Non Residential Structures	0	0	0	0
d. Commercial Space Costs	0	0	0	0
<input type="checkbox"/> e. Structured Parking Garage	0	0	0	0
Total Structure	12,747,064	0	0	12,747,064
f. Earthwork	0	0	0	0
g. Site Utilities	0	0	0	0
<input checked="" type="checkbox"/> h. Renewable Energy	35,500	0	0	35,500
i. Roads & Walks	0	0	0	0
j. Site Improvements	0	0	0	0
k. Lawns & Planting	0	0	0	0
l. Engineering	0	0	0	0
m. Off-Site Improvements	0	0	0	0
n. Site Environmental Mitigation	0	0	0	0
o. Demolition	0	0	0	0
p. Site Work	1,624,687	0	0	1,624,687
q. Hard Cost Contingency	821,213	0	0	821,213
Total Land Improvements	2,481,400	0	0	2,481,400
Total Structure and Land	15,228,464	0	0	15,228,464
r. General Requirements	864,435	0	0	864,435
s. Builder's Overhead (<u>1.9%</u> Contract)	288,145	0	0	288,145
t. Builder's Profit (<u>5.7%</u> Contract)	864,435	0	0	864,435
u. Bonds	0	0	0	0
v. Building Permits	0	0	0	0
w. Special Construction	0	0	0	0
x. Special Equipment	0	0	0	0
y. Other 1: <input type="text"/>	0	0	0	0
z. Other 2: <input type="text"/>	0	0	0	0
aa. Other 3: <input type="text"/>	0	0	0	0

Contractor Costs	\$17,245,479	\$0	\$0	\$17,245,479
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Construction cost per unit: \$419,755.59

MAXIMUM COMBINED GR, OVERHEAD & PROFIT = \$2,131,985

ACTUAL COMBINED GR, OVERHEAD & PROFIT = \$2,017,015

O. PROJECT BUDGET - OWNER COSTS

To select exclusion of allowable line items from Total Development Costs used in Cost limit calculations, select X in yellow box to the left:

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"
2. Owner Costs				
a. Building Permit	13,100	0	0	13,100
b. Architecture/Engineering Design Fee \$2,591 /Unit)	106,250	0	0	106,250
c. Architecture Supervision Fee \$648 /Unit)	26,565	0	0	26,565
d. Tap Fees	279,088	0	0	279,088
e. Environmental	4,250	0	0	4,250
f. Soil Borings	5,000	0	0	5,000
g. Green Building (Earthcraft, LEED, etc.)	18,412	0	0	18,412
h. Appraisal	6,000	0	0	6,000
i. Market Study	5,000	0	0	5,000
j. Site Engineering / Survey	165,000	0	0	165,000
k. Construction/Development Mgt	0	0	0	0
l. Structural/Mechanical Study	0	0	0	0
m. Construction Loan Origination Fee	195,000	0	0	195,000
n. Construction Interest (0.0% fo 0 months)	600,300	0	0	450,225
o. Taxes During Construction	7,500	0	0	7,500
p. Insurance During Construction	15,000	0	0	15,000
q. Permanent Loan Fee (0.0%)	50,000			
r. Other Permanent Loan Fees	0			
s. Letter of Credit	0	0	0	0
t. Cost Certification Fee	10,000	0	0	0
u. Accounting	0	0	0	0
v. Title and Recording	60,000	0	0	40,000
w. Legal Fees for Closing	40,000	0	0	30,000
x. Mortgage Banker	50,000	0	0	0
y. Tax Credit Fee	88,459			
z. Tenant Relocation	0			
aa. Fixtures, Furnitures and Equipment	15,000	0	0	15,000
ab. Organization Costs	0			
ac. Operating Reserve	276,641			
ad. Soft Costs Contingency	0			
ae. Security	0	0	0	0
af. Utilities	0	0	0	0
ag. Supportive Service Reserves	0			

O. PROJECT BUDGET - OWNER COSTS

(1) Other* specify	lease up reserve	30,000	0	0	0
(2) Other* specify	construction inspections	120,000	0	0	120,000
(3) Other* specify	Builder's Risk	45,000	0	0	45,000
(4) Other* specify	Consultants	23,850	0	0	23,850
(5) Other* specify	Standby LOC	2,000	0	0	2,000
(6) Other* specify		0	0	0	0
(7) Other* specify		0	0	0	0
(8) Other* specify		0	0	0	0
(9) Other* specify		0	0	0	0
Owner Costs Subtotal (Sum 2A..2(10))		\$2,257,415	\$0	\$0	\$1,572,240
Subtotal 1 + 2 (Owner + Contractor Costs)		\$19,502,894	\$0	\$0	\$18,817,719
3. Developer's Fees		2,082,232	0	0	2,082,232
4. Owner's Acquisition Costs					
Land		1,150,000			
Existing Improvements		0	0		
Subtotal 4:		\$1,150,000	\$0		
5. Total Development Costs					
Subtotal 1+2+3+4:		\$22,735,126	\$0	\$0	\$20,899,951

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:

\$2,082,232

Proposed Development's Cost per Sq Foot	\$360	Meets Limits
Applicable Cost Limit by Square Foot:	\$556	

Proposed Development's Cost per Unit	\$525,601	Meets Limits
Applicable Cost Limit per Unit:	\$589,015	

P. ELIGIBLE BASIS CALCULATION

Item	Amount of Cost up to 100% Includable in Eligible Basis--Use Applicable Column(s):			
	(A) Cost	"30 % Present Value Credit"		(D) "70 % Present Value Credit"
		(B) Acquisition	(C) Rehab/ New Construction	
1. Total Development Costs	22,735,126	0	0	20,899,951

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)

0	0	20,899,951
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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	0
b. For Revitalization or Supportive Housing (Eligible Basis x 30%)	0	6,269,985
c. For Green Certification (Eligible Basis x 10%)		0

Total Adjusted Eligible basis

0	27,169,936
---	------------

5. Applicable Fraction

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

6. Total Qualified Basis

(Eligible Basis x Applicable Fraction)

0	0	27,169,936
---	---	------------

7. Applicable Percentage

4.00%	4.00%	9.00%
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8. Maximum Allowable Credit under IRC §42

(Qualified Basis x Applicable Percentage)

(Must be same as BIN total and equal to or less than credit amount allowed)

\$0	\$0	\$2,445,294
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\$2,445,294	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.	M1 Bank	12/15/26	02/15/27	\$19,500,000	Ellen Vossbrink
2.					
3.					
Total Construction Funding:				<u>\$19,500,000</u>	

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.	VHDA	12/15/26	2/15/27	\$2,499,999	\$195,208	7.40%	40	40
2.	VHDA REACH	12/15/26	2/15/27	\$2,499,999	\$124,450	3.95%	40	40
3.	VHTF	10/15/26	2/15/27	\$2,000,000				
4.	NHTF	10/15/26	2/15/27	\$1,000,000	\$5,034	0.50%	1000	35
5.	HIEE	10/15/26	2/15/27	\$1,950,000				
6.	AHP	10/15/26	2/15/27	\$1,250,000				
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
Total Permanent Funding:				<u>\$11,199,998</u>	<u>\$324,692</u>			

Q. SOURCES OF FUNDS

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	

4. Subsidized Funding

	Source of Funds	Date of Commitment	Amount of Funds
1.			\$0
2.			
3.			
4.			
5.			
Total Subsidized Funding			\$0

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	\$0
c.	Section 221(d)(3)	\$0
d.	Section 312	\$0
e.	Section 236	\$0
f.	Virginia Housing REACH Funds	\$2,499,999
g.	HOME Funds	\$0
h.	Choice Neighborhood	\$0
i.	National Housing Trust Fund	\$1,000,000
j.	Virginia Housing Trust Fund	\$2,000,000

Market-Rate Loans

a.	Taxable Bonds	\$2,499,999
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

Q. SOURCES OF FUNDS

k	Other: HIEE	\$1,950,000
l	Other: AHP	\$1,250,000

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.

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

For purposes of the Bond Cliff 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 or any other binding federal project based subsidy

 0 Number of New PBV Vouchers
- c. **FALSE** Other _____

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

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. Housing Opportunity Tax Credit Request (paired with 4% credit requests only)

i. Requested Annual HOTC Credits	\$0
ii. 10 Year HOTC Credit Amount	\$0
iii. Equity Dollars Per Credit	\$0.000
iv. Percent of ownership entity (repeated from	99.99000%
v. HOTC Credit Net	\$0

c. Equity that Sponsor will Fund:

i. Cash Investment	\$0	
ii. Contributed Land/Building	\$0	
iii. Deferred Developer Fee	\$1,040,064	(Note: Deferred Developer Fee cannot be negative.)
v. Other:	\$0	

ACTION: If Deferred Developer Fee is greater than 50% of overall Developer Fee, provide a cash flow statement showing payoff within 15 years at **TAB A**.

Equity Total \$1,040,064

2. Equity Gap Calculation

a. Total Development Cost	\$22,735,126
b. Total of Permanent Funding, Grants and Equity	- \$12,240,062
c. Equity Gap	\$10,495,064
d. Developer Equity	- \$1,045
e. Equity gap to be funded with low-income tax credit proceeds	\$10,494,019

3. Syndication Information (If Applicable)

a. Actual or Anticipated Name of Syndicator:	CAHEC/ Community Affordable Housing Equity Corporation		
Contact Person:	Caroline Morgan	Phone:	(919) 606-6446
Street Address:	7700 Falls of Neuse Road		
City:	Raleigh	State:	North Carolina
		Zip:	27615

b. Syndication Equity

i. Anticipated Annual Credits	\$1,249,413.00
ii. Equity Dollars Per Credit (e.g., \$0.85 per dollar of credit)	\$0.840
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	\$1,249,288
vi. Total to be paid by anticipated users of credit (e.g., limited partners)	\$10,494,019

Action: Provide Syndicator's or Investor's signed Letter of Intent (Mandatory at Tab C)

4. Net Syndication Amount

Which will be used to pay for Total Development Costs \$10,494,019

5. Net Equity Factor

83.9999944522%

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 Virginia Housing to determine, as required by the IRC, the amount of credits which may be allocated for the development. However, Virginia Housing at all times retains the right to substitute such information and assumptions as are determined by Virginia Housing 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 Virginia Housing for a reservation of credits, the amount of such reservation may differ significantly from the amount you compute below.

1. Total Development Costs		<u>\$22,735,126</u>
2. Less Total of Permanent Funding, Grants and Equity	-	<u>\$12,240,062</u>
3. Equals Equity Gap		<u>\$10,495,064</u>
4. Divided by Net Equity Factor (Percent of 10-year credit expected to be raised as equity investment)		<u>83.9999944522%</u>
5. Equals Ten-Year Credit Amount Needed to Fund Gap		<u>\$12,494,125</u>
Divided by ten years		<u>10</u>
6. Equals Annual Tax Credit Required to Fund the Equity Gap		<u>\$1,249,413</u>
7. Maximum Allowable Credit Amount (from Eligible Basis Calculation)		<u>\$2,445,294</u>
8. Requested Credit Amount	For 30% PV Credit:	<u>\$0</u>
	For 70% PV Credit:	<u>\$1,249,413</u>
Credit per LI Units	<u>\$30,473.4878</u>	Combined 30% & 70% PV Credit Requested
Credit per LI Bedroom	<u>\$11,899.1714</u>	
		\$1,249,413

9. **Action:** Provide Attorney’s Opinion using Virginia Housing template **(Mandatory Tab H)**

T. CASH FLOW

1. Revenue

Indicate the estimated monthly income for the **Low-Income Units** (based on Unit Details tab):

Total Monthly Rental Income for LIHTC Units	\$53,273
Plus Other Income Source (list) <u>laundry, late fees, etc.</u>	<u>\$730</u>
Equals Total Monthly Income:	<u>\$54,003</u>
Twelve Months	x12
Equals Annual Gross Potential Income	<u>\$648,036</u>
Less Vacancy Allowance <u>7.0%</u>	<u>\$45,363</u>
Equals Annual Effective Gross Income (EGI) - Low Income Units	<u>\$602,673</u>

2. Indicate the estimated monthly income for the **Market Rate Units** (based on Unit Details tab):

Total Monthly Income for Market Rate Units:	\$0
Plus Other Income Source (list) <u></u>	<u>\$0</u>
Equals Total Monthly Income:	<u>\$0</u>
Twelve Months	x12
Equals Annual Gross Potential Income	<u>\$0</u>
Less Vacancy Allowance <u>7.0%</u>	<u>\$0</u>
Equals Annual Effective Gross Income (EGI) - Market Rate Units	<u>\$0</u>

Action: Provide documentation in support of Operating Budget (**TAB R**)

3. Cash Flow (First Year)

a. Annual EGI Low-Income Units	<u>\$602,673</u>
b. Annual EGI Market Units	<u>\$0</u>
c. Total Effective Gross Income	<u>\$602,673</u>
d. Total Expenses	<u>\$228,590</u>
e. Net Operating Income	<u>\$374,083</u>
f. Total Annual Debt Service	<u>\$324,692</u>
g. Cash Flow Available for Distribution	<u>\$49,391</u>

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
Eff. Gross Income	602,673	614,727	627,021	639,562	652,353
Less Oper. Expenses	228,590	235,448	242,511	249,786	257,280
Net Income	374,083	379,279	384,510	389,775	395,073
Less Debt Service	324,692	324,692	324,692	324,692	324,692
Cash Flow	49,391	54,587	59,818	65,083	70,381
Debt Coverage Ratio	1.15	1.17	1.18	1.20	1.22

	Year 6	Year 7	Year 8	Year 9	Year 10
Eff. Gross Income	665,400	678,708	692,282	706,128	720,251
Less Oper. Expenses	264,998	272,948	281,137	289,571	298,258
Net Income	400,402	405,760	411,146	416,557	421,992
Less Debt Service	324,692	324,692	324,692	324,692	324,692
Cash Flow	75,710	81,068	86,454	91,865	97,300
Debt Coverage Ratio	1.23	1.25	1.27	1.28	1.30

	Year 11	Year 12	Year 13	Year 14	Year 15
Eff. Gross Income	734,656	749,349	764,336	779,622	795,215
Less Oper. Expenses	307,206	316,422	325,915	335,692	345,763
Net Income	427,450	432,927	438,421	443,930	449,452
Less Debt Service	324,692	324,692	324,692	324,692	324,692
Cash Flow	102,758	108,235	113,729	119,238	124,760
Debt Coverage Ratio	1.32	1.33	1.35	1.37	1.38

Estimated Annual Percentage Increase in Revenue 2.00% (Must be < 2%)
 Estimated Annual Percentage Increase in Expenses 3.00% (Must be > 3%)

U. Building-by-Building Information

Must Complete

Number of BINS:	1
------------------------	---

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

Please help us with the process:
DO NOT use the CUT feature
DO NOT SKIP LINES BETWEEN BUILDINGS

Bldg #	BIN if known	NUMBER OF		Street Address 1	Street Address 2	City	State	Zip	30% Present Value Credit for Acquisition				30% Present Value Credit for Rehab / New Construction				70% Present Value Credit						
		TAX CREDIT UNITS	MARKET RATE UNITS						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.		41		TBD E Criser Road		Front Royal	VA	22630										\$27,169,936	09/01/28	9.00%	\$2,445,294		
2.																						\$0	
3.																							\$0
4.																							\$0
5.																							\$0
6.																							\$0
7.																							\$0
8.																							\$0
9.																							\$0
10.																							\$0
11.																							\$0
12.																							\$0
13.																							\$0
14.																							\$0
15.																							\$0
16.																							\$0
17.																							\$0
18.																							\$0
19.																							\$0
20.																							\$0
21.																							\$0
22.																							\$0
23.																							\$0
24.																							\$0
25.																							\$0
26.																							\$0
27.																							\$0
28.																							\$0
29.																							\$0
30.																							\$0
31.																							\$0
32.																							\$0
33.																							\$0
34.																							\$0
35.																							\$0

41 0 If development has more than 35 buildings, contact Virginia Housing.

Totals from all buildings

\$0

\$0

\$0

\$0

\$27,169,936

\$2,445,294

Number of BINS: 1

V. STATEMENT OF OWNER

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 Virginia Housing and its assigns against all losses, cost damages, Virginia Housing's expenses, and liabilities of any nature directly or indirectly resulting from, arising, or relating to Virginia Housing's acceptance, consideration, approval, or disapproval of this reservation 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 Virginia Housing to applicants for tax credits, including all sections hereto 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 Virginia Housing 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 Virginia Housing 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 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, Virginia Housing is entitled to rely upon representations made by the undersigned as to the inclusion of costs in eligible basis and as to all of the figures and calculations relating 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 Virginia Housing 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 Virginia Housing 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 Virginia Housing 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 agrees to provide disclosure to all tenants of the availability of Renter Education provided by Virginia Housing.
16. that undersigned waives the right to pursue a Qualified Contract on this development.
17. 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 Virginia Housing's inability to process the application. The original or copy of this application may be retained by Virginia Housing, 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: Harwood Place II VA LLC
By: Harwood Place II MM LLC
By: Surber Development and Consulting LLC, its Mana

By: 
 Its: Managing Member, Jennifer E. H. Surber
 (Title)

V. STATEMENT OF ARCHITECT

The architect signing this document is certifying that the development plans and specifications incorporate all Virginia Housing Minimum Design and Construction Requirements (MDCR), selected LIHTC enhancements and amenities, applicable building codes and accessibility requirements.

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 Architect:	Mike Osman
Virginia License#:	020822
Architecture Firm or Company:	Steele Group Architects

By: 

Its: Principal
(Title)

Initials by Architect are also required on the following Tabs: Enhancement, Special Housing Needs and Unit Details

V. Previous Participation Certification

Development Name: Harwood Place II

Name of Applicant (entity): Harwood Place II VA LLC

The undersigned, being duly authorized to sign on behalf of the Applicant, provide this Certification with the understanding that Virginia Housing intends to rely upon the statements made herein for the purpose of awarding and allocating federal low-income housing tax credits.

The following terms shall be defined as follows *for the purpose of this Certification only*:

- “Principal” has the same meaning as defined within the QAP, but as applied to each specific property referenced within this Certification, it excludes individuals and entities whose ownership interest is solely vested in limited partnership interests of the ownership entity.
 - “Participant” means all Principals of the Owner who are required to be individually listed within **the organizational chart attached hereto**.
1. All the statements made within this Certification are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained within the organizational charts and any statements attached to this Certification, and I will immediately alert Virginia Housing should I become aware of any information prior to the application deadline which may render my statements herein false or misleading.
 2. During any time within the past ten (10) years that any of the Participants were Principals in any multifamily rental property, no mortgagee of any such property declared a default under its mortgage loan or assigned it to the mortgage insurer (governmental or private); no such property was foreclosed upon or dispossessed pursuant to a deed-in-lieu of foreclosure; and no such property received mortgage relief from the mortgagee. For purposes of this statement, "declared a default" refers only to final notices of default issued after the exhaustion of all applicable notice and cure rights.
 3. During any time within the last ten (10) years that any of the Participants were a Principal in an owner of multifamily rental property, no such owner was determined to have breached any agreement related to the construction or rehabilitation, use, operation, management or disposition of the property, including removal from a partnership or limited liability company. For the purposes of this statement, "determined to have breached" refers only to determinations made by an independent third-party arbiter or court of law following the expiration of all applicable notice and cure periods and excludes default judgments that have been fully satisfied.
 4. No Participant listed in this Certification has been required to turn control of a property over to an investor or been otherwise involuntarily removed as a general partner from the ownership of a multifamily rental property within the past ten (10) years.

5. There are no unresolved material findings of noncompliance resulting from any audits, management reviews, or other governmental investigations performed by (or on behalf of) any state or federal entity, concerning any multifamily rental property in which any of the Participants were Principals at the time of such finding. For the purposes of this statement, a finding is considered resolved if either (a) the state or federal entity issuing the finding has determined that no further action is required to remedy the finding; or (b) the Participant (or entity in which it is a Principal) has entered into a binding agreement with the applicable state or federal entity to address such finding(s) and the Applicant has included with this Certification a copy of such agreement accompanied by a written statement from the state or federal entity verifying that such agreement is not in default and is reasonably expected to be satisfied within (90) days. Any such statement must be addressed to Virginia Housing and dated no more than thirty (30) days prior to submission of the Application.

6. During the past ten (10) years, no Participants were Principals in any multifamily rental property for which payments under any state or federal assistance contract were suspended or terminated. For the purposes of this statement, suspensions and terminations do not include those caused solely by actions or inactions of the state or federal agency, like funding shortages, technical issues, or administrative delays, where the Principals were not at fault.

7. None of the Participants have been convicted of a felony and none are presently the subject of a complaint of 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. No Participant has been suspended, debarred, or otherwise restricted by any federal or state entity from participating in housing programs administered by such entity due to programmatic noncompliance on the part of either the Participant or an entity in which the Participant was a Principal.

9. During the past ten (10) years, (a) no Participant has been the subject of a claim under an employee fidelity bond; and (b) while any Participant was a Principal in an owner of multifamily rental property, no Participant or such related owner defaulted on any obligation secured by a letter of credit or surety or performance bond. For the purposes of this statement, "defaulted" refers only to events where funds were paid by the issuer of a letter of credit or surety or performance bond.

10. No Participant is a Virginia Housing employee or a member of the immediate household of any Virginia Housing employee.

11. No Participant currently holds an ownership interest in a multifamily rental property where construction has stopped for more than 20 consecutive days, unless the stoppage:

- (a) resulted from events beyond the reasonable control of the property owner that also caused similar delays in comparable projects in the surrounding area (e.g. natural disasters, labor strikes, pandemics, or government-imposed work stoppages); or
- (b) solely involves work neither contractually required as a condition of tax credit allocation nor required prior to placing in service all residential buildings within such project.

Additionally, no Participant currently holds an ownership interest in a multifamily rental property assisted by a federal or state governmental entity and that has been substantially complete for more than 90 days without the required closing documents (such as the final cost certification) being filed, unless the delay is solely attributable to the governmental entity and not to the property owner or its agents.

12. No court of competent jurisdiction or other federal or state governmental entity has found any Participant to be in violation of any applicable civil rights, fair housing, or equal employment opportunity laws or regulations.

13. During the past ten (10) years, no Participant was a Principal in any multifamily rental property found by a court of competent jurisdiction or other federal or state governmental entity to have failed to comply with Section 42 of the Internal Revenue Code of 1986, as amended (this statement does not refer to 8823s deemed corrected by the issuing agency).

14. No Participants are currently named as a defendant in a civil lawsuit relating to their ownership or other participation in a multi-family housing development where the amount of damages sought by the plaintiffs against the Participants relates to such ownership or participation and is for an amount greater than One Million Dollars (\$1,000,000).

15. No Participant 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 and failure to certify, I have attached the following, which if not provided will automatically disqualify this Application from consideration:

- A. Supporting documentation sufficient to both outline the relevant facts and circumstances that necessitated each deletion and to explain why such deletion(s) should not result in disqualification; and
- B. A draft of Virginia Housing's form Right of First Refusal, which the Applicant commits to properly execute and record as a condition of any reservation or allocation of low-income housing tax credits made with regard to the Development named above.

Any material misrepresentations or omissions made on this form are grounds for rejection of this Application, forfeiture of any credits awarded with connection with this Application, and prohibition against the submission of future applications.


Signature

Jennifer E. H. Surber
Printed Name

2/16/2026
Date (no more than 30 days prior to submission of the Application)

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 Virginia Housing'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. Items 5f and 5g require a numeric value to be entered.

Please remember that this score is only an estimate. Virginia Housing 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. RESNET 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. Plans and Specifications	Y	Y or N	0
Total:			0.00

1. READINESS:

a. Virginia Housing notification letter to CEO (via Locality Notification Information App)	Y	0 or -50	0.00
b. Local CEO Opposition Letter	N	0 or -25	0.00
c. Plan of development	N	0 to 10	0.00
d. Location in a revitalization area based on Qualified Census Tract	N	0 or 10	0.00
or e. Location in a revitalization area with resolution or by locality	Y	0 or 15	15.00
or f. Location in a Opportunity Zone	N	0 or 15	0.00
g. Location in a Medium to High level Economic Development Jurisdiction	N	0 or 5	0.00
h. Location on land owned by Tribal Nation	N	0 or 15	0.00
Total:			15.00

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	N	0 or 20	0.00
c. Subsidized funding commitments	0.00%	Up to 60	0.00
d. Tax abatement on increase of property's value	N	0 or 5	0.00
e. New project based rental subsidy) in Northern Virginia or New Construction pool	N	up to 40	0.00
f. Census tract with <12% poverty rate	12%	0, 20, 25 or 30	20.00
g. Development provided priority letter from Rural Development	N	0 or 15	0.00
h. Dev. located in area with increasing rent burdened population	Y	Up to 20	20.00
Total:			45.00

3. DEVELOPMENT CHARACTERISTICS:

a. Enhancements (See calculations below)			90.00
b. <removed for 2026>			0.00
c. HUD 504 accessibility for 10% of units	Y	0 or 20	20.00
d. Proximity to public transportation	Y10	0, 10 or 20	10.00
e. Development will be Green Certified	Y	0 or 10	10.00
f. Units constructed to meet Virginia Housing's Universal Design standards	100%	Up to 15	15.00
g. Developments with less than 100 low income units	Y	up to 20	20.00
h. Historic Structure eligible for Historic Rehab Credits	N	0 or 5	0.00
i. Meets Target Population Development Characteristics	N	0 or 10	0.00
Total:			165.00

4. TENANT POPULATION CHARACTERISTICS:

Locality AMI	State AMI
\$103,900	\$78,100

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	56.10%	Up to 15	15.00
c. Units with rent and income at or below 30% of AMI and are not subsidized (up to	12.20%	Up to 10	10.00
d. Units with rents at or below 40% of AMI (up to 10% of LI units)	12.20%	Up to 10	10.00
e. Units in Higher Income Jurisdictions with rent and income at or below 50% of AMI	51.22%	Up to 50	50.00
f. Units in Higher Income Jurisdictions with rents <= 50% rented to tenants with <= 60%	51.22%	Up to 25	0.00
or g. Units in LI Jurisdictions with rents <= 50% rented to tenants with <= 60% of AMI	51.22%	Up to 50	0.00
Total:			100.00

5. SPONSOR CHARACTERISTICS:

a. <QAP change - removed for 2026 cycle>	N		0.00
b. Veteran Small Business Principal owner 25% or greater	N	0 or 30	30.00
c. Developer experience - uncorrected life threatening hazard	N	0 or -50	0.00
d. Developer experience - noncompliance	N	0 or -15	0.00
e. Developer experience - did not build as represented (per occurrence)	0	0 or -2x	0.00
f. Developer experience - failure to provide minimum building requirements (per occurrence)	0	0 or -50 per item	0.00
g. Developer experience - termination of credits by Virginia Housing	N	0 or -10	0.00
h. Developer experience - exceeds cost limits at certification	N	0 or -50	0.00
i. Developer experience - more than 2 requests for Final Inspection	0	0 or -5 per item	0.00
j. Management company rated unsatisfactory	N	0 or -25	0.00
Total:			30.00

6. EFFICIENT USE OF RESOURCES:

a. Credit per unit		Up to 100	81.52
Total:			81.52

7. BONUS POINTS:

a. Extended Use Restriction beyond 15 year compliance period	35	Years	40 or 70	70.00
or b. Nonprofit or LHA purchase option/ ROFR	N		0 or 60	0.00
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		10 or 15	0.00
e. RAD or PHA Conversion participation and competing in Local Housing Authority pool	N		0 or 10	0.00
f. Team member with Veteran Owned Small Business Certification	Y		up to 10	10.00
g. Commitment to electronic payment of fees	Y		0 or 5	5.00

h. Zero Ready or Passive House certification from prior allocation

	N	0, 10 or 20	<u>0.00</u>
Total:			<u><u>85.00</u></u>

300 Point Threshold - all 9% Tax Credits
200 Point Threshold - Tax Exempt Bonds

TOTAL SCORE: 521.52

Enhancements:

All units have:	Max Pts	Score
a. Community Room	5	5.00
b. Exterior walls constructed with brick and other low maintenance material	40	40.00
c. LED Kitchen Light Fixtures	2	2.00
d. Cooking surfaces equipped with fire suppression features	2	2.00
e. Bath Fan - Delayed timer or continuous exhaust	3	3.00
f. Baths equipped with humidistat	3	0.00
g. Watersense labeled faucets, toilets and showerheads (without Green Cer	3	0.00
h. Rehab only: new infrastructure for high speed internet/broadband	5	0.00
i. Each unit provided free individual high speed internet access	15	15.00
j. USB in kitchen, living room and all bedrooms	1	1.00
k. Rehab only: dedicated space to accept permanent dehumidification system	2	0.00
l. Provides Permanently installed dehumidification system	5	5.00
m. All interior doors within units are solid core	3	3.00
n. Installation of Renewable Energy Electric system	10	10.00
o. New Construction: Balcony or patio	4	4.00
		<u>90.00</u>
All elderly units have:		
p. Front-control ranges	1	0.00
q. Independent/suppl. heat source	1	0.00
r. Two eye viewers	1	0.00
s. Shelf or Ledge at entrance within interior hallway	2	0.00
		<u>0.00</u>
Total amenities:		<u>90.00</u>

X. Development Summary

Summary Information 2026 Low-Income Housing Tax Credit Application For Reservation

Deal Name: Harwood Place II

Cycle Type: 9% Tax Credits Requested Credit Amount: \$1,249,413
 Allocation Type: New Construction Jurisdiction: Warren County
 Total Units: 41 Population Target: General
 Total LI Units: 41
 Project Gross Sq Ft: 59,803.08 Owner Contact: Jen Surber
 Green Certified? TRUE

Total Score
521.52

Source of Funds	Amount	Per Unit	Per Sq Ft	Annual Debt Service
Permanent Financing	\$11,199,998	\$273,171	\$187	\$324,692
Grants	\$0	\$0		
Subsidized Funding	\$0	\$0		

Uses of Funds - Actual Costs				
Type of Uses	Amount	Per Unit	Sq Ft	% of TDC
Improvements	\$15,228,464	\$371,426	\$255	66.98%
General Req/Overhead/Profit	\$2,017,015	\$49,195	\$34	8.87%
Other Contract Costs	\$0	\$0	\$0	0.00%
Owner Costs	\$2,257,415	\$55,059	\$38	9.93%
Acquisition	\$1,150,000	\$28,049	\$19	5.06%
Developer Fee	\$2,082,232	\$50,786	\$35	9.16%
Total Uses	\$22,735,126	\$554,515		

Total Development Costs	
Total Improvements	\$19,502,894
Land Acquisition	\$1,150,000
Developer Fee	\$2,082,232
Total Development Costs	\$22,735,126

Proposed Cost Limit/Sq Ft: \$360
 Applicable Cost Limit/Sq Ft: \$556
 Proposed Cost Limit/Unit: \$525,601
 Applicable Cost Limit/Unit: \$589,015

Income		
Gross Potential Income - LI Units		\$648,036
Gross Potential Income - Mkt Unit:		\$0
Subtotal		\$648,036
Less Vacancy %	7.00%	\$45,363
Effective Gross Income		\$602,673

Unit Breakdown	
# of Eff	0
# of 1BR	0
# of 2BR	18
# of 3BR	23
# of 4+ BR	0
Total Units	41

Rental Assistance? FALSE

Expenses		
Category	Total	Per Unit
Administrative	\$71,260	\$1,738
Utilities	\$8,000	\$195
Operating & Maintenance	\$70,550	\$1,721
Taxes & Insurance	\$66,480	\$1,621
Total Operating Expenses	\$216,290	\$5,275
Replacement Reserves	\$12,300	\$300
Total Expenses	\$228,590	\$5,575

	Income Levels	Rent Levels
	# of Units	# of Units
<=30% AMI	5	5
40% AMI	0	0
50% AMI	16	16
60% AMI	5	5
>60% AMI	15	15
Market	0	0

Cash Flow	
EGI	\$602,673
Total Expenses	\$228,590
Net Income	\$374,083
Debt Service	\$324,692
Debt Coverage Ratio (YR1):	1.15

Income Averaging? TRUE

Extended Use Restriction? 50

Y. Efficient Use of Resources

If the Combined Max Allowable Credits is \$500,000 and the annual credit requested is \$200,000, you are providing a 60% savings for the program. This deal would receive all 100 credit points.

For another example, the annual credit requested is \$300,000 or a 40% savings for the program. Using a sliding scale, the credit points would be calculated by the difference between your savings and the desired 60% savings. Your savings divided by the goal of 60% times the max points of 100. In this example, $(40\%/60\%) \times 100$ or 66.67 points.

Tax Exempt Deals are granted a starting point value greater than zero to allow for the nature of these deals.

Combined Max	\$2,445,294
Credit Requested	\$1,249,413
% of Savings	48.91%
Sliding Scale Points	81.52

Tab A:

Partnership or Operating Agreement, including
Org Chart with percentages of ownership interest

COMMONWEALTH OF VIRGINIA : HARWOOD PLACE II VA LLC
LIMITED LIABILITY COMPANY
TOWN OF FRONT ROYAL : OPERATING AGREEMENT

THIS OPERATING AGREEMENT (the "Agreement") made as of the 1st day of February, 2026, by and among the undersigned members of Harwood Place II VA LLC, a Virginia limited liability company (the "Company"), such persons being hereinafter referred to individually as a "Member" and collectively as the "Members."

W I T N E S S E T H:

WHEREAS, the parties hereto desire to organize a limited liability company to engage in any lawful business including ownership and development of that apartment complex in the Town of Front Royal, Virginia to be known as Harwood Place II Apartments ("Project").

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, and other good and valuable consideration, the parties hereto agree as follows:

1. NAME, BUSINESS, AND REGISTERED OFFICE AND AGENT. The Members do hereby form a limited liability company ("LLC") under the name of Harwood Place II VA LLC in accordance with and pursuant to the Virginia Limited Liability Company Act (the "Act"), to engage in any lawful business including ownership and development of real property. The organizing Members, or their representatives, shall execute and file Articles of Organization on behalf of the Company in the Office of the State Corporation Commission of Virginia. The Members shall do or cause to be done all such filings, recordings or other acts as may be necessary or appropriate from time to time to comply with the requirements of the Act or otherwise as necessary for the operation of LLCs in the Commonwealth of Virginia. The Company shall promptly reimburse any cost incurred by the Members in connection with the foregoing. The Manager shall select the registered agent. The principal office of the Company need not be the same as the office of the registered agent.

2. TERM. The Company shall begin as of the date of filing the aforementioned Articles, and shall continue perpetually unless sooner terminated as provided in paragraph 15 of this Agreement.

3. CAPITAL; LIABILITY OF MEMBERS.

(a) Initial Capital Contribution. The Members shall make initial capital contributions to the Company in amounts as mutually agreed upon such that their initial capital interests in the Company shall be as follows:

<u>Members</u>	<u>Capital Interest</u>
Harwood Place II MM LLC	100.00%

(b) Subsequent Capital Contributions. For purposes of paragraphs 3 - 6 of this Agreement, and with respect only to allocations and distributions to a Member, capital contribution obligations, and capital account maintenance rules (but not with respect to any other rights including voting rights of a Member), the term "Member" shall include the assignee, if any, of such Member. Each Member is personally liable for his proportionate part (determined with reference to his interest in profits as provided in paragraph 4(a)) of any capital contribution required for continuation of the Company business as determined reasonably and in good faith by the affirmative vote of at least 100% in voting interest (as determined in paragraph 7(c)) of the Members. In the event that any Member refuses or fails to make any such required capital contribution within thirty (30) days after written notice of the Members' approval of the additional contributions, then such Member (the "Defaulting Member") shall be in default of this Agreement and the other Members and the Company shall have any and all remedies available at law or in equity as a result of such default, including without limitation the right (upon the affirmative vote of a majority in voting interest of all Members other than the defaulting Member) to expel such defaulting Member from the Company, in which event the value to be paid for the defaulting Member's interest and the manner of payment shall be determined in accordance with the provisions of paragraph 12 of this Agreement. In addition, but without limiting any such rights or remedies of the other Members or the Company, the other Members may, but shall not be required to, contribute such deficiency to the Company. To the extent that any Member does contribute any deficiency to the Company for the Member failing to do so, such contribution at the sole election of the contributing Member(s) shall be deemed to be either (i) an additional capital contribution requiring adjustments to the Percentage Interests as set forth in the next paragraph, or (ii) a loan to the defaulting Member repayable on demand which shall bear interest from the date of such contribution at a rate computed to be ONE PERCENT (1%) above the prime rate established by Bank of America, N.A. on the date of such contribution. The defaulting Member shall have no voting rights on matters of Company business, and no further distributions or

withdrawals may be made to or by the defaulting Member, until such loan with interest is paid in full. Any distributions, withdrawals, or rights thereto that would otherwise be distributed to or withdrawn by the defaulting Member (including any distribution made on expulsion of such Member as described below) during the term of any such demand loan shall be paid, credited, or accrued to the Member or Members who contributed the deficiency to the Company and shall be applied as a credit against the amount due from the defaulting Member, but such amounts shall be treated for book and tax purposes as if they had been distributed to the defaulting Member and then paid to the Member or Members actually receiving the same in respect of the loan. Failure to repay any such demand loan within thirty (30) days after written demand therefor shall be deemed sufficient grounds for expulsion of such Member from the Company. In such event, the value to be paid for the defaulting Member's interest and the manner of payment shall be determined in accordance with the provisions of paragraph 12 of this Agreement. Except for the payment to liquidate his membership interest in the Company as herein provided, such defaulting Member shall have no further interest or rights in the Company, its business or assets.

If the contributing Member(s) elect to treat the amount contributed on behalf of the defaulting Member as an additional capital contribution by them to the Company as provided in item “(i)” above, the Percentage Interests in net profits and net losses described in paragraph 4(a) shall be redetermined for each Member based on the ratio of his capital account balance as adjusted for the new contribution and an adjustment made pursuant to the methodology of paragraph 3(e), divided by the total capital account balances of all Members as adjusted above. Following such adjustments to capital accounts and Percentage Interests, the default shall be deemed cured.

(c) Credits and Debits to Capital Account. A separate capital account shall be maintained for each Member

- (i) to which shall be credited:
 - (A) The amount of money and fair market value of other property comprising the Member's capital contributions,
 - (B) Any allocations of Company income, gains, and profits made to the Member for book purposes under paragraph 4, and
 - (C) The amount of any Company liabilities that are assumed by the Member or that are secured by any Company property distributed to the Member; and

(ii) to which shall be debited:

(A) The amount of cash and the fair market value of any Company property distributed to the Member pursuant to any provision of this Agreement,

(B) Any allocations of Company deductions and losses made to the Member for book purposes under paragraph 4, and

(C) The amount of any liabilities of the Member that are assumed by the Company or that are secured by any property contributed by the Member to the Company.

(d) Treasury Regulations Section 1.704-1(b) Compliance. Paragraph 3(c) and any other provisions of this Agreement relating to the maintenance of capital accounts are intended to comply with Treasury Regulations Section 1.704-1(b), as amended, and shall be interpreted, applied, and modified to the extent necessary to comply with such Regulations. For all purposes of this Agreement, the phrase "for book purposes" shall be construed and applied according to the provisions of Treasury Regulations Section 1.704-1(b).

(e) Adjustment of Values. The gross value of Company property for book purposes, and the capital accounts of the Members, shall be simultaneously adjusted to reflect the gross fair market value (as determined in good faith by the affirmative vote of at least 100% in voting interest of the Members as required by paragraph 7(c)) of such assets as if the Company recognized gain or loss (determined with reference to the Company's bases in its assets for book purposes) in an actual disposition of such assets (i) at such times as is permitted under (and pursuant to the rules of) Treasury Regulations Section 1.704-1(b), as amended, and (ii) upon any other change in a Member's Percentage Interest (defined in paragraph 4(a)). Any such adjustment to the individual capital accounts of the Members shall be made by allocations of any such deemed gains or losses in accordance with the Members' relative interests in such gains or losses as provided in paragraph 4 in effect immediately before the triggering event described in items "(i)" and "(ii)" of this subparagraph (e). If the Members are unable to agree by the affirmative vote described above regarding the gross fair market value of Company assets, or if any Member otherwise requests the valuation determination to be made by appraisal, such value shall be determined by appraisal as follows. The Members unanimously shall select two qualified appraisers, such two appraisers shall then appoint a third qualified appraiser, and the three appraisers separately shall appraise such gross fair market

value. The average of the two appraisals which are closest in amount shall be binding upon the parties hereto, and the other appraisal shall be ignored. The Company shall pay all expenses involved with such appraisers unless a Member requests an appraisal determination of value as provided above, in which case the costs of the appraisal shall be paid by the requesting Member. For purposes hereof, a qualified appraiser shall be any entity or person who regularly engages in the valuation of assets of the kind and nature owned by the Company and who holds themselves out as being in such business and qualified to make such valuation.

(f) Transfer of Interest. In the event any interest in the Company is transferred in accordance with the terms of this Agreement, the transferee shall succeed to the capital account of the transferor to the extent it relates to the transferred interest.

(g) Limitation on Personal Liability. Except as otherwise provided by the Act or this Agreement, no Member of the Company, as identified on the signature page hereof or who subsequent to the date hereof becomes a Member, shall be personally liable for or obligated to contribute money or property to or in respect of the debts, liabilities, contracts, or any other obligations of the Company (unless he was so liable prior to becoming a Member). Except as otherwise provided in this Agreement, no Member shall be liable to restore a deficit balance in his capital account.

(h) No Interest to be Paid. No interest shall be paid on the capital accounts of the Members in the Company.

4. PROFIT AND LOSS.

(a) General. Generally, except as otherwise provided in this paragraph 4, the net profits and the net losses of the Company for book and tax purposes shall be allocated to the Members in the proportions of their "Percentage Interests", as follows:

<u>Members</u>	<u>Percentage Interest</u>
Harwood Place II MM LLC	100.00%

(b) Stop Loss Allocations. Notwithstanding paragraph 4(a), no allocation of loss or deduction shall be made which causes or increases a deficit balance in any Member's capital account as adjusted pursuant to Treasury Regulation Section 1.704-1(b)(2)(ii)(d) (unless such allocation is otherwise permitted by such Section); and any such deduction or loss allocation shall instead be

made to the Members who are permitted to receive the same in accordance with the provisions of this Agreement.

(c) Qualified Income Offset. Notwithstanding paragraph 4(a), allocations of income and gain shall be made to the Members at such times and in such manner as required by the qualified income offset provisions of Treasury Regulation Section 1.704-1(b)(2)(ii)(d) in order to eliminate any "adjusted" (within the meaning of such Section) deficit capital account balances which may exist.

(d) Gross Income Allocations. In the event that any Member receives a distribution that causes or increases a deficit (which he is not liable to restore) capital account balance (as maintained and adjusted pursuant to paragraph 3) after taking into account all other provisions concerning allocations of profits and losses of this Agreement, such Member shall be allocated items of gross income or gain for the tax year of such distribution in an amount sufficient to eliminate such deficit.

(e) Allocations in Respect of Nonrecourse Liabilities. To the extent that the Company incurs any nonrecourse liabilities as described in Treasury Regulations Section 1.704-2, the following provisions shall apply notwithstanding paragraph 4(a) hereof:

(i) Nonrecourse Deductions. Partner nonrecourse deductions shall be allocated to the Members based upon the ratios in which they bear the economic risk of loss for the applicable liability, and allocations of other nonrecourse deductions shall be made to the Members in accordance with their Percentage Interests in effect under Paragraph 4(a); all as determined in compliance with Treasury Regulations Section 1.704-2, as amended or modified from time to time.

(ii) Minimum Gain Chargeback. Allocations of items of income and gain of the Company for any taxable year shall be made, prior to any other allocation for such year under this Agreement or otherwise, to the Members as required by the minimum gain chargeback provisions of Treasury Regulations Section 1.704-2, as amended or modified from time to time.

(f) Curative Allocations. The Members acknowledge that allocations made pursuant to paragraphs 4(b)-(e) above (collectively, the "Regulatory Allocations") are intended to comply with certain requirements of Treasury Regulation Section 1.704-1(b) and may not be consistent with the manner in which the Members intend to share distributions of the Company. Accordingly, in the event any Regulatory Allocations are made to the Members, subsequent curative allocations provided for in this paragraph shall be made in a manner to prevent the Regulatory Allocations from

distorting the manner in which Company allocations and distributions are shared pursuant to paragraphs 4(a) and 5, respectively. Such curative allocations of items of Company income, gain, loss, and deduction shall be made to the extent possible in any tax year in amounts sufficient such that the aggregate cumulative Regulatory Allocations and the cumulative curative allocations required by this sentence are made to the Members in proportion to their Percentage Interests described in paragraph 4(a) above in effect during the time period affected by such allocations, as if the Regulatory Allocations had not occurred.

(g) Other Allocations Rules. Although it is intended that paragraph 4(a) be the general rule for allocations of book and tax income or loss, such allocations shall be adjusted or modified in any given instance to the extent necessary to comply with Section 704(b) and (c) of the Internal Revenue Code of 1986, as amended (the "Code") and the Treasury Regulations promulgated thereunder. For purpose of determining the profits, losses, or any other items allocable to any period, profits, losses, and any such other items shall be determined on a daily, monthly, or other basis using any permissible method under Code Section 706 and the Treasury Regulations promulgated thereunder.

5. SALARIES AND DISTRIBUTIONS.

(a) Limitation of Member's Salary. No Member shall receive any salary, commission, or fee for services rendered to the Company unless the payment of such salary, commission, or fee is approved by a unanimous vote of the Members.

(b) Distributions of Cash Flow. Subject to paragraph 5(c), the net cash flow of the Company, as reasonably determined by the Managers, shall be distributed at such times as may be determined by the Managers (but no less frequently than annually) to the Members in accordance with the Percentage Interests which are in effect pursuant to paragraph 4(a) at the time of the distribution.

(c) Distribution upon Liquidation. In the event of termination and liquidation of the Company, then the assets of the Company remaining after settlement of Company obligations shall be distributed to the Members in accordance with their positive capital account balances as adjusted to fair market value pursuant to paragraph 3(e), except as otherwise provided in this Agreement. Any distribution to a Member to liquidate his interest in the Company other than during the liquidation of the Company, and except as otherwise provided in this Agreement, shall be in the amount of his positive capital account balance adjusted as provided above.

(d) Distribution in Kind. If any of the assets of the Company are to be distributed in kind, the fair market value of such assets shall be determined in accordance with paragraph 3(e) as of the time of such distribution. Allocations to the Members' capital accounts (using the methodology described in paragraph 3(e)) shall be made of the amount of gain or loss, if any, which would have been realized by the Company if such assets had been sold by the Company for prices equal to their respective fair market values as so determined. Such assets shall be distributed on the basis of the fair market value thereof and any Member entitled to any interest in such assets shall receive the same by separate distribution of such assets or by distributions of undivided interests therein with all other Members so entitled, as is determined by the unanimous agreement of the Members.

6. EXCESS LOAN AND CAPITAL TRANSACTIONS PROCEEDS. In the event that a loan is obtained on security of Company property in substitution or in addition to any existing loan or in the event of the sale or other disposition of such property in whole or in part, then, upon the consummation of such loan or the sale or other disposition of such property, as the case may be, the proceeds thereof shall be applied in the following order: (a) to the discharge of any existing loan, if necessary; (b) to the payment of the expenses incidental to such loan or the expenses of sale, and any unpaid expenses of operation or maintenance of such property, as the case may be; and (c) any remaining balance to be distributed to the Members as provided in paragraph 5(b), subject to paragraph 5(c).

7. MEMBERSHIP.

(a) In General. Any Member identified on the signature page of this Agreement or who becomes a new Member upon compliance with paragraph 18 below shall continue as a Member until his membership in the Company ceases. A Member's membership in the Company shall cease upon the events specified in the Act, including, without limitation: the Member's voluntary withdrawal from the Company (if permitted by paragraph 11), the Member's assignment of its entire interest in the Company in accordance with this Agreement, the removal of the Member as provided in this Agreement, an act of Bankruptcy by the Member as defined in paragraph 12, the Member's death or adjudication of incompetency, termination of a trust which is a Member, liquidation of a Member which is a partnership, LLC, or corporation, or distribution of its entire interest in the Company by an estate or trust Member or by a partnership, corporate, or LLC Member. When the Member's membership in the Company ceases, he shall have no rights greater than those of an assignee as provided in the Act.

(b) Rights Accruing to Members. All Members shall have access to such information and records of the Company as provided in the Act, subject to the limitations provided therein.

(c) Action by Members. For purposes of this Agreement, whenever a decision or action by the Members on behalf of the Company is called for and except as otherwise provided in this Agreement, then each Member shall be entitled to one vote (or fraction thereof) for each percentage point of his Percentage Interest as provided in paragraph 4(a) at such time. Except as otherwise provided in this Agreement, a majority vote of the Members shall be required to approve any such action or decision, provided that the following matters shall require the affirmative vote of at least 100% in voting interest of the Members:

(i) The amendment of this Agreement (except as to any matter the approval of which would require a greater affirmative vote, or except as to any of the economic rights of the Members, the amendment of which shall require the unanimous vote of the Members).

(ii) Merger of the Company,

(iii) The encumbrance, sale, transfer, or other disposition of all or substantially all of the assets of the Company,

(iv) The admission of a new Member to the Company, subject to compliance with paragraph 18 below,

(v) The adjustment of capital account balances of the Members described in paragraph 3(e),

(vi) The contribution of additional capital to the Company pursuant to paragraph 3(b),

(vii) The incurrence of indebtedness by the Company other than in the ordinary course of business,

(viii) A fundamental change in the nature of the business of the Company,
and

(ix) The dissolution and liquidation of the Company as provided in paragraph 15 below.

(d) Waiver of Right of Partition. Each of the Members irrevocably waives during the term of the Company any right to maintain any action for partition with respect to the Company's property.

8. MANAGEMENT.

(a) Initial Manager. All Members are not necessarily managers by virtue of their status as Members, and a manager need not be a Member of the Company. Notwithstanding anything to the contrary herein, the initial manager of the Company (the "Manager(s)") shall be:

Harwood Place II MM LLC

Each Manager shall continue as a Manager of the Company with all rights, authority, and responsibilities provided in this Agreement until the time that he ceases to be a Manager as provided in paragraph 8(d) below, whereupon his successor shall be appointed as provided therein.

(b) Authority of Manager. Any decisions made by the Managers shall require the affirmative vote of a majority of the Managers. Subject to the voting rights as provided in this Agreement, the Managers shall have all of the rights and powers which may be possessed by Managers under the Act including, without limitation, the right and power to:

(i) acquire by purchase, lease or otherwise any real or personal property which may be necessary, convenient, or incidental to the accomplishment of the purposes of the Company;

(ii) operate, maintain, finance, improve, construct, own, grant options with respect to, sell, convey, assign, mortgage, and lease any real estate and any personal property necessary, convenient, or incidental to the accomplishment of the purposes of the Company;

(iii) borrow money and issue evidences of indebtedness necessary, convenient, or incidental to the accomplishment of the purposes of the Company, and secure the same by mortgage, pledge, or other lien on any Company property;

(iv) execute any and all agreements, contracts, documents, certifications, and instruments necessary or convenient in connection with the management, maintenance, development and operation of Company property and Company business;

(v) execute, in furtherance of any or all of the purposes of the Company, any deed, lease, mortgage, deed of trust, mortgage note, promissory note, bill of sale, contract, or other instrument purporting to obligate the Company or convey or encumber any or all of the Company property;

(vi) prepay in whole or in part, refinance, recast, increase, modify, or extend any liabilities affecting the Company property and in connection therewith execute any extensions or renewals of encumbrances on any or all of the Company property;

(vii) care for and distribute funds to the Members by way of cash, income, return of capital, or otherwise, all in accordance with the provisions of this Agreement, and perform all matters in furtherance of the objectives of the Company or this Agreement;

(viii) contract on behalf of the Company for the employment and services of employees and independent contractors and delegate to such persons the duty to manage or supervise any of the assets or operations of the Company; and

(ix) engage in any kind of activity and perform and carry out contracts of any kind (including contracts of insurance covering risks to Company property and Managers liability) necessary or incidental to, or in connection with, the accomplishment of the purposes of the Company, as may be lawfully carried on or performed by an LLC under the laws of each state in which the Company is then formed or qualified.

The actions of the Managers hereunder shall be binding upon the Company. Any document, instrument, or agreement shall require the signature of all of the Manager(s) in order to be a valid and binding obligation of the Company. No Manager shall be liable, responsible or accountable in damages or otherwise to any of the Members for any acts performed by the Manager within the scope of his authority except for acts of willful misconduct, fraud, bad faith, gross negligence, or breach of his obligations or representations under this Agreement or any other agreement with or obligation to the Company.

(c) Reimbursement of Expenses. Each of the Members and Managers shall be entitled to reimbursement from the Company for direct expenses attributable to the organization, operation, and management of the Company, provided such expenses are approved as provided in or permitted by this Agreement.

(d) Resignation or Removal of Manager. Any Manager may resign or be removed for cause by the affirmative vote of 100% of the voting interest of the Members as determined in this paragraph 8. The term "for cause" shall mean:

- (i) A Manager's failure or refusal to perform those duties which he is required hereunder or by law to perform in furtherance of the business of the Company;
- (ii) A Manager's intentional activity which causes material injury to the Company;
- (iii) A Manager's committing a fraud against the Company or using or appropriating for personal use or benefit funds or properties of the Company when not authorized to do so;
- (iv) A Manager's committing an act of gross negligence regarding the business of the Company; or
- (v) In conducting his own affairs or those of the Company, a Manager's jeopardizing the status of the Company for purposes of federal income taxation in accordance with the then existing provisions of the Internal Revenue Code, as amended, and the regulations promulgated thereunder, or the policies of the Internal Revenue Service.

Upon a Manager's resignation, removal, death, adjudication or other determination (as provided below) of incompetence, or upon any other event specified in the Act, the affected Manager shall cease to be a Manager and the Members upon the agreement of a majority in voting interest shall elect a successor Manager to replace the former Manager. A Manager shall be deemed incompetent (for purposes of the preceding sentence) upon the agreement of at least 50% in voting interest of the Members, and the written certification of incompetence by a duly licensed physician selected by at least 50% in voting interest of the Members. If the Members fail to elect a successor Manager leaving the Company without one, then the Company shall liquidate and terminate as provided in paragraph 5(c).

(e) Other Rights of Managers. Each of the Managers and Members may have other business interests and may engage in any other business or trade, profession, or employment whatsoever, on his own account, or in partnership with or as an employee of or as an officer, director, shareholder, manager, member or partner of any person, firm, corporation, LLC, or partnership, and he shall not be required to devote his entire time to the business of the Company. No Manager or Member shall be obligated to devote more time and attention to the conduct of the

business of the Company than shall be required for the supervision of the ownership, development, operation, and management of the Company's property and business.

(f) Contracting with Manager. The Company is expressly permitted in the normal course of its business to enter into transactions with a Manager or with any Affiliate (as hereinafter defined) of a Manager, provided that the price and other terms of such transactions are fair to the Company and that the price and other terms of such transaction are not less favorable to the Company than those generally prevailing with respect to comparable transactions. The term "Affiliate" shall mean any member, manager, shareholder or partner in or of a Manager, or any LLC, corporation, partnership or other entity in which a Manager or any member, manager, shareholder or partner of a Manager has an interest, or any person related by blood or marriage to the Manager.

(g) Partnership Representative. The person specifically authorized to act as the "Partnership Representative" under the Code and in any similar capacity under federal, state or local law is: Harwood Place II MM LLC

9. INDEMNIFICATION. The Company shall indemnify every Manager in respect of payments made and personal liabilities reasonably incurred by the Manager in the authorized conduct of the Company's business or for the preservation of its business or property. Except as provided below or as otherwise provided in the Act, no Manager shall be personally liable for monetary damages for breach of any duty to the Company, and the Company shall indemnify any Manager or Member against judgements, settlements, penalties, fines, or expenses incurred in a proceeding to which such Manager or Member is a party because he is or was a Manager or Member of the Company, as provided in the Act. Notwithstanding the foregoing, the personal liability of a Manager shall not be limited and the Company shall not indemnify him with respect to (i) acts or omissions that the Manager knew at the time of such acts or omissions were clearly in conflict with the interests of the Company, (ii) any transaction from which the Manager derived an improper personal benefit, (iii) acts or omissions occurring prior to the date of this Agreement, all as provided in the Act, or (iv) matters expressed in the last sentence of paragraph 8(b) for which the Manager would be liable.

10. ASSIGNMENT.

(a) General Prohibition on Assignment. Except as otherwise provided in this Agreement, each Member is prohibited from selling, assigning, transferring, setting over, mortgaging, creating a security interest in, or hypothecating his interest in the Company or the Company assets in any

manner whatsoever, including without limitation transfers incident to separation, divorce, or equitable distribution, nor may the interest of any of the Members in the Company or the Company assets be transferred by operation of law or by any assignment by operation of law, unless otherwise agreed in writing by all Members. Any assignment in violation of this paragraph 10 shall be null and void.

(b) Right of First Refusal. The foregoing notwithstanding, if a Member ("Selling Member") desires to sell his interest in the Company, the Selling Member shall in writing express such an intention and make an offer ("the Offer") to the other Members to purchase the Selling Member's interest at a Purchase Price equal to the book value of the Selling Member's capital account plus the Selling Member's share of one hundred fifty percent (150%) of the average of the prior two (2) calendar years earnings as determined by the certified public accountant regularly employed by the Company for the most recent reporting period preceding the purchase and upon the payment terms contained in paragraph 12(b) herein. The other Members shall have sixty (60) days from receipt of the Offer within which to accept the Offer. Any of the other Members collectively desiring to purchase all, but not less than all, of the membership interest being offered, shall do so in the proportions that their Percentage Interests bear one to the other; provided that if any such Member does not want to purchase the full portion of the interest to which he is entitled, such portion may be purchased by the other purchasers in the manner provided above. Alternatively, if all of the other Members agree, the Company may exercise this first right of refusal and purchase and liquidate the Selling Member's interest upon the terms and conditions of this paragraph. If the other Members or the Company do not accept the Offer to purchase the entire membership interest being offered within sixty (60) days of its receipt, then the Selling Member may transfer his interest pursuant to a bona fide purchaser provided that such transfer occurs within ninety (90) days after the receipt of the Offer by the other Members. Such transfer shall only entitle the transferee to the transferor's interests in the Company's profits and losses, distributions, and capital as an assignee in accordance with the Act, and the transferee shall receive the same only as provided in this Agreement. Such transfer shall not entitle the transferee to become a Member in the Company and the transferee can only become a Member pursuant to the provisions of paragraph 18 hereof. In the event that the Selling Member shall not make such transfer within the aforesaid time period then the preceding provisions of this paragraph shall again be complied with and a new offer shall be made before any transfer may thereafter be made. Any transferee or assignee of an interest pursuant to this

Agreement (who has not become a Member) shall have all the obligations imposed upon a Member as set forth in this Agreement with respect to the transferred interest.

(c) Special Assignment Rights. Notwithstanding the foregoing, each Member may from time to time transfer a portion or portions of his interest in the Company as a gift directly to or in trust for the benefit of his spouse, children, and issue provided the Grantor-Member remains as a Member and retains some interest in the Company. In the event of any such family transfer, all of such transferred membership interest shall be attributed to the Grantor-Member for purposes of obligations hereunder including contribution among the Members, and the transferee is entitled to become a Member of the Company only as provided in paragraph 18.

11. WITHDRAWAL. Without the unanimous written consent of the Members, except as provided below a Member may not voluntarily withdraw from the Company and thereby require the Company to dissolve and liquidate or to purchase or redeem such Member's interest.

12. EXPULSION.

(a) Default of a Member. Should any Member (a "defaulting Member") violate any of the provisions of this Agreement including (but not limited to) the failure to make any capital contribution required under paragraph 3 (which violation remains uncured thirty (30) days after written notice thereof to the defaulting Member, or in the case of a requirement to contribute money to the Company, within five (5) days after written request therefor has been given); or withdraw or attempt to withdraw from the Company in breach of this Agreement; or transfer or attempt to transfer his interest in breach of this Agreement; or become Bankrupt as defined in paragraph 12(c); (any of such events constituting a "default") then, a majority in voting interest of the remaining Members shall have the right within the six (6) month period after the event constituting the default (irrespective of any cure or attempt to cure subsequent to the default) to elect that the defaulting Member's interest in the Company be purchased and redeemed by the Company, the election to be exercised by written notice to the defaulting Member. If such written notice is given, the defaulting Member shall be deemed to withdraw from the Company on the date fixed in such notice (the "Effective Date"), which must be on the last day of a month not later than sixty (60) days after such notice is given. On such withdrawal, the defaulting Member shall be entitled to be paid by the Company an amount for his membership interest calculated and payable as provided below. Any loss due to such default shall be charged against the capital account of the defaulting Member before he is entitled to receive the above payment. A defaulting Member shall not be entitled to any voting

rights as to any matter of Company business while any such default shall remain uncured. For all purposes of this paragraph 12, any such event of default by (i) an assignee of a membership interest hereunder (if such assignee has not in fact become a Member), or (ii) a shareholder, partner, or member of a Member which is a corporation, partnership, or LLC, shall be deemed a default by such assignee or Member and shall subject such assignee's or such Member's interest to the purchase options of this paragraph.

(b) Price to Be Paid. The price to be paid for a defaulting Member's interest shall be equal to eighty percent (80%) of the capital account balance of the defaulting Member as of the Effective Date, which valuation is intended to reflect liquidated damages as a compensatory measure in favor of the nondefaulting Members as a result of the default. Unless otherwise agreed to by the parties, the purchase price shall be paid on a level payment amortization basis, with principal and interest being due and payable in three (3) equal annual installments beginning one (1) year after the Effective Date, with interest on the unpaid balance accruing from the Effective Date at a fixed rate equal to the Prime Rate as established by Bank of America, N.A. existing on the Effective Date but in no event less than the applicable federal rate established pursuant to the Code for such month. The Company shall execute a promissory note in the amount of the purchase price in accordance with the terms hereof which shall be secured as provided in paragraph 14. The closing of the purchase shall occur within thirty (30) days after the Effective Date.

(c) Special Provisions. For purposes of this Agreement, the term "Bankruptcy" shall mean and a Member shall be deemed "Bankrupt" upon (i) the entry of a decree or order for relief of such Member or adjudication of such Member's insolvency by a court of competent jurisdiction in any involuntary case involving such Member under any bankruptcy, insolvency or other similar law now or hereafter in effect; (ii) the Member's seeking, consenting to, or acquiescing in, the appointment of a receiver, liquidator, assignee, custodian, trustee, sequestrator or other similar agent for such Member or for any substantial part of such Member's assets or property; (iii) the ordering of the winding up or liquidation of such Member's affairs or of any substantial part of such Member's assets or property; (iv) the Member's filing of a petition or answer seeking for such Member any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under any statute, law, or regulation; (v) the commencement by such Member of a voluntary case under any bankruptcy, insolvency or other similar law now or hereafter in effect; (vi) the Member's filing an answer or other pleading admitting or failing to contest the material allegations of a petition

filed against the Member in any proceeding described in the prior items of this paragraph; (vii) the making by such Member of any general assignment for the benefit of creditors; (viii) the continuation of any proceeding against the Member seeking reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under any statute, law, or regulation, for 120 days after the commencement thereof; or (ix) the appointment of a trustee, receiver, or liquidator for the person or all or any substantial part of the person's properties without the Member's agreement or acquiescence, which appointment is not vacated or stayed for 120 days or, if the appointment is stayed, for 120 days after the expiration of the stay during which period the appointment is not vacated

13. DEATH. Upon the death of any Member or assignee, the surviving Members shall have the right to purchase all of the decedent's interest in the Company exercisable upon written notice to the decedent's personal representative (the "P.R.") within six (6) months after the date of death. The P.R. shall continue as a Member (if decedent was a Member) until the decedent's estate transfers its interest in the Company as provided below. Such right to purchase shall be exercised by all surviving Members desiring to participate in the purchase in the proportions that their Percentage Interests bear one to the other; provided that if any such Member does not want to purchase the full portion of the interest to which he is entitled, such portion may be purchased by the other purchasers in the manner provided above. Such rights to purchase shall apply only to and be effective only for all of the decedent's interest in the Company. The purchase price shall be equal to the decedent's capital account balance plus the decedent's share of one hundred fifty percent (150%) of the average of the prior two (2) calendar years earnings as determined by the certified public accountant regularly employed by the Company for the most recent reporting period preceding the event which triggers the purchase.

Payment of the purchase price shall be made in the same manner as that provided in paragraph 12 above, except that the Effective Date of withdrawal of the decedent shall be the date of such written notice to the P.R., the closing of such purchase shall occur within thirty (30) days after the Effective Date, and any deferred payment shall be secured as provided in paragraph 14. Alternatively, if all remaining Members agree the Company may exercise this option to purchase and liquidate the decedent's interest upon the terms and conditions of this paragraph. If the Company and the Company business are continued as provided in paragraph 15 then, subject to the foregoing options, the decedent's heir, legatee or beneficiary, as the case may be, shall succeed to the

decedent's interest in the Company in the same manner and in all respects as the decedent and become a Member if decedent was a Member, upon execution of a written undertaking to become a party to this Agreement.

14. SECURITY FOR PAYMENT. Except as otherwise provided in this Agreement, if any part of the purchase price payable to a Member hereunder is paid by the purchaser's delivery of a promissory note payable to the selling Member, then the purchaser shall secure such deferred payment as follows. If the purchaser is another Member, then the purchasing Member shall grant to the selling Member a security interest in the membership interest being purchased. The security interest shall be perfected by the purchaser's (i) executing financing statements in form suitable to the selling Member and filing the same in the Secretary of State's office in Virginia and in the Register of Deeds' office in the county of residence of the purchasing Member and in such other places as shall be necessary to perfect the security interest of the selling Member, and (ii) undertaking any other actions as shall be necessary to perfect the security interest of the selling Member. If the purchaser is the Company, the Company shall deliver with its promissory note to the selling Member a deed of trust on the Company's real property (subject to any existing deed of trust or other encumbrance on the same) in form suitable to the selling Member, which deed of trust shall be recorded as required by law to perfect the selling Member's security in the same. If the Company has no real property, the Company shall grant to the selling Member a security interest in its personal property (subject to any existing perfected security interest thereon), which shall be perfected by the Company's executing and filing financing statements as provided above. So long as any part of the purchase price is unpaid, the selling Member shall have all of the rights, elections and remedies available to a secured party under the Uniform Commercial Code as in effect in the State of Virginia.

15. DISSOLUTION AND WINDING UP. The Company shall be dissolved and its affairs wound up upon the time specified in paragraph 2 for termination or upon the vote of the Members as provided in paragraph 7(c). Unless otherwise required by law or this paragraph, no event, including a Member's cessation of membership in the Company, shall dissolve the Company. Notwithstanding the foregoing, if any such dissolution of the Company occurs pursuant to requirement of law or otherwise, the Company shall continue and not be liquidated and terminated if (i) there is at least one remaining Member and (ii) the remaining Members elect to continue the Company pursuant to the affirmative vote of a majority of the voting interests of the remaining Members, such election to be made within ninety (90) days after the event of dissolution. If the

Company is dissolved and is not continued as provided above, the Managers shall wind up the affairs of the Company and liquidate and terminate the Company in accordance with the provisions of the Act and paragraph 5(c).

16. BANKING. All funds of the Company shall be deposited in its name in such checking account or accounts as shall be designated unanimously by the Managers. All withdrawals therefrom are to be made upon checks signed by a signatory designated to the bank by the Managers.

17. BOOKS. The Company shall maintain such books and records as the Managers unanimously shall deem adequate. All books, records and accounts of the Company shall be open to all Members during normal business hours. For the purpose of Company accounting and for income tax reporting, the books shall be maintained on a cash or accrual basis as the Managers unanimously shall determine. The Company's fiscal year shall be the calendar year. At the close of each fiscal year, the Company's books shall be closed and the Managers may cause the books to be audited, reviewed, or compiled by an independent certified public accountant. Statements showing the results of operation shall be prepared and supplied to all Members.

18. ADMISSION OF MEMBERS. Except as otherwise provided in this Agreement, new Members shall be admitted into the Company only upon the vote of the Members as provided in paragraph 7(c), and such new Member's 1) making any capital contribution to the Company required by the Managers, and 2) signing an agreement to observe and be bound by all terms and provisions of this Agreement.

19. NOTICES. All notices shall be given in person, or by registered or certified mail or by overnight mail carrier addressed to the Members at their most recent addresses as maintained in the books and records of the Company. Any Member may change such address by written notice sent by registered or certified mail to the Company.

20. APPLICABLE LAW. This Agreement, the relations, rights, and duties of the Members among themselves, and all matters pertaining to the Company and its property shall be governed by the statutes and laws of the State of Virginia applicable to limited liability companies.


21. INUREMENT. The covenants and agreements contained herein shall inure to the benefit of and be binding upon all of the parties hereto and their respective executors, personal representatives, successors in interest, heirs or legatees, and assigns.

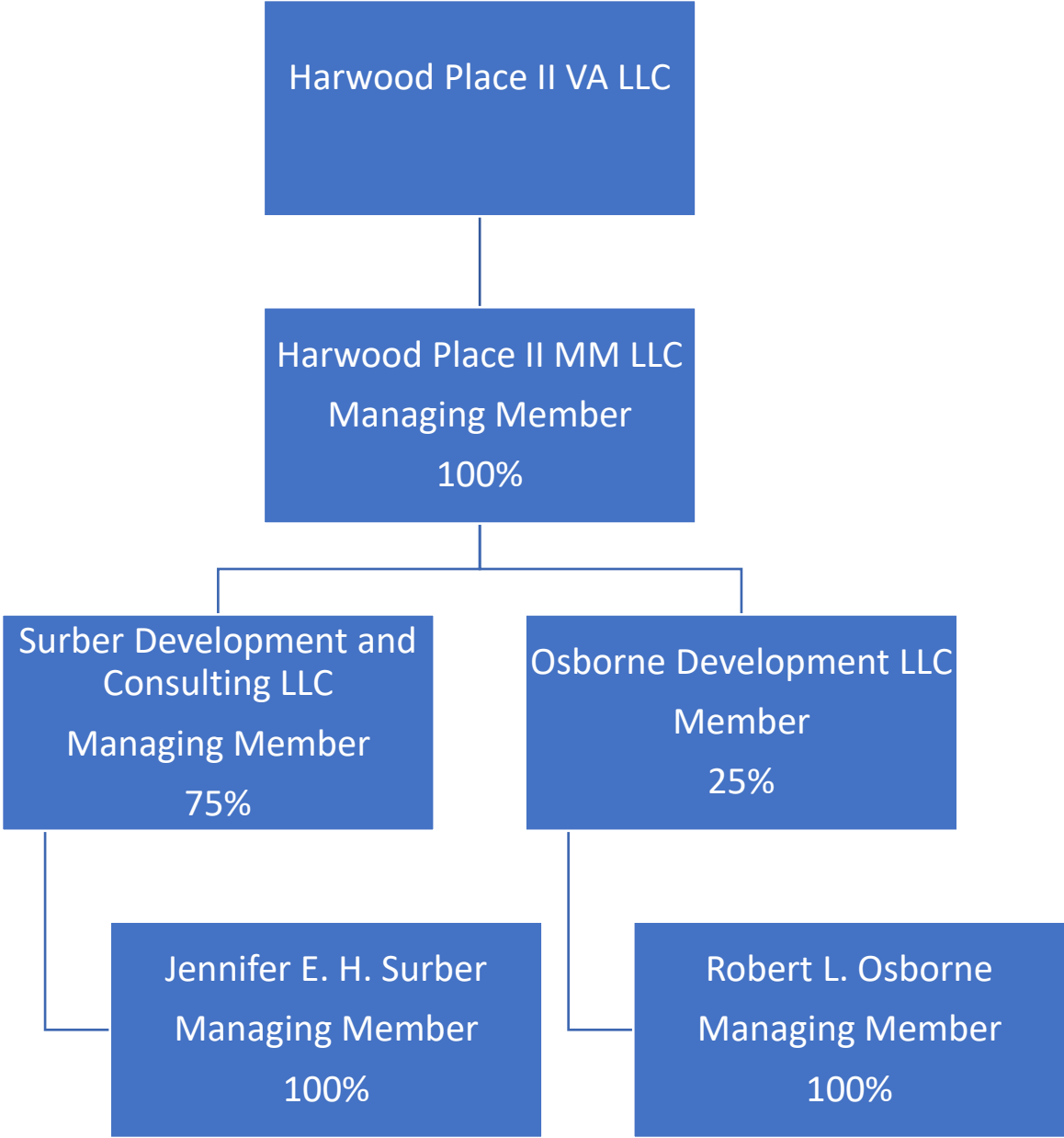
[signature on following page]

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the day and year first above written.

Harwood Place II MM LLC

By: Surber Development and Consulting LLC, Managing Member

By:  _____
Jennifer E. H. Surber, Managing Member



Tab B:

Virginia State Corporation Commission Certification
(MANDATORY)

Commonwealth of Virginia



STATE CORPORATION COMMISSION

Richmond, January 31, 2026

This is to certify that the certificate of organization of

Harwood Place II VA LLC

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

Effective date: January 31, 2026



STATE CORPORATION COMMISSION

Attest:

A handwritten signature in cursive script, appearing to read "Bernard J. St. John".

Clerk of the Commission

Tab C:

Syndicator's or Investor's Letter of Intent
(MANDATORY)

March 6, 2026

Jen Surber
Surber Development and Consulting LLC
120 Green Tree Circle
Bristol, VA 24201

RE: Harwood Place II
Front Royal, Virginia

Dear Ms. Surber:

The purpose of this letter is to express the interest and willingness of the Community Affordable Housing Equity Corporation (“CAHEC”) to provide an equity investment in the above-referenced project through Community Equity Fund 31 Limited Partnership (“CEF 31”) or another CAHEC-affiliated fund.

This letter of interest is based on a preliminary evaluation of the information you have provided to us. We anticipate that a total contribution of \$10,494,019 could be made for a 99.99% ownership interest. The estimated contribution is based on a reservation and allocation of \$12,494,130 for the federal low-income housing tax credits (“LIHTC”). The net equity pricing for credits delivered to a CAHEC fund is \$0.84 per LIHTC. The net equity pricing for the LIHTC will be computed using the following formula: net equity from the sale of the LIHTCs divided by the ten-year LIHTC allocation request multiplied by the proposed investor ownership interest. For this project, the formula works as follows:

$$\$10,494,019 \div (\$1,249,413 \times 99.99\% \times 10) = \$0.84$$

Should the tax credits allocated to the project be different than what is assumed herein, the net equity contribution will be adjusted based on the above formula and pricing and subject to verification that there are sufficient funding sources to develop the project.

Our typical pay-in of equity contributions will provide up to 20% during construction; 55% at project completion; and 25% upon achievement of 100% qualified occupancy, 3 months stabilized occupancy and receipt of 8609’s. Equity contributions during construction will be based on actual costs incurred. Equity installments and installment conditions will be identified during the closing process.

Our current requirements include an operating reserve equivalent to six months operating expenses, replacement reserves, and debt service. A minimum debt service coverage ratio of 1.15 on must-pay debt will be required. Any deferred developer fees must be reasonably expected to be repaid on a schedule approved by the Investor Member’s tax counsel and generally should not be projected to exceed 50% of the total fee due. The general partner and/or approved guarantors



will be required to guarantee: construction completion/lease-up; operating deficits for a period of 5 years; and, delivery of projected tax credits.

CAHEC will absorb all attorney's fees for its counsel's preparation of the Entity Agreement, associated exhibits, and provision of a tax opinion, provided that no unforeseen circumstances arise that result in excessive legal expenses. Equity investment by CAHEC is subject to documentation showing that the project will obtain an eligible basis to support a reservation and allocation of the projected tax credits. The ability to invest in the Project is contingent upon standard due diligence review, project underwriting, a satisfactory environmental report, approval by CAHEC's investment committee, and the receipt, review, and approval of all financing and organizational documents.

Thank you for the opportunity to review and express our interest in your project. CAHEC wishes you continued success and hopes that we will have the opportunity to continue to work with you as the equity investor in this project.

Sincerely,

A handwritten signature in cursive script that reads "Caroline Morgan".

Caroline Morgan
Acquisitions Manager

Tab D:

Any Supporting Documentation related to List of LIHTC Developments (Schedule A)

NA

Tab E:

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

OPTION AGREEMENT

THIS OPTION AGREEMENT ("Agreement"), made and entered into as of the 5th day of September, 2024 ("Effective Date") by and between **SURBER DEVELOPMENT AND CONSULTING LLC**, a Virginia limited liability company (hereinafter called "Buyer"), and **The Boisseau Family LLC III** (hereinafter called "Seller");

WITNESSETH:

That for and in consideration of Ten Thousand and No/100 Dollars (\$10,000.00) (the "Option Money") and other good and valuable considerations, the receipt of which is hereby acknowledged, and in further consideration of the mutual promises and conditions expressed below, Seller hereby grants to Buyer the sole and exclusive right to purchase, at the price and subject to the terms, conditions and provisions hereinafter stated, that property containing approximately 11.58 acres located adjacent to East Criser Road and Remont Road in Front Royal, Virginia as shown on Exhibit A attached hereto ("Property").

NOW, THEREFORE, the parties hereto agree each with the other as follows:

1. **Term.** This Option shall become effective on the Effective Date and shall exist and continue through midnight on the 30th day of October, 2025, at which time it will expire (the foregoing time period and any extended term, if any, shall be deemed the "Option Term").
2. **Option Money.** The Option Money shall be paid by Buyer to Seller no more than ten (10) days after the Effective Date, shall be non-refundable and shall be credited against the Purchase Price.

Buyer shall apply for a 2025 award of low-income housing tax credits ("Tax Credits") with Virginia Housing Development Authority ("VHDA") for a multifamily apartment complex to be constructed on the Property. No more than ten (10) days after VHDA posts the final rankings for 2025 ("2025 Final Rankings") which is anticipated to be no later than June 30, 2025, Buyer shall either (i) terminate this Option by July 10, 2025, the Option Money shall be credited against the Purchase Price and Buyer shall deliver an additional Twenty Five Thousand and No/100 Dollars (\$25,000.00) of option money which shall be non-refundable and will be credited against the Purchase Price ("**Additional Option Money**").

3. **Exercise of Option.** The Option herein granted may be exercised only by the giving of written notice of exercise of the Option to Seller by Buyer prior to the expiration of the Option Term, which notice shall be in accordance with the provisions of Paragraph 13 hereof. If this Option Agreement is not exercised during the Option Term, all rights of Buyer shall cease and terminate and all of the Option Money shall be returned to Buyer if the Option is terminated by July 10, 2025, and retained by Seller if the Option is not exercised by Buyer or terminated by Buyer after July 10, 2025.

4. Purchase Price. The Purchase Price for the Property shall be \$2,200,000.00.

5. Closing Date. Closing shall be no later than March 31, 2026 or earlier upon no less than five (5) days' notice to Seller. Notwithstanding the foregoing, Buyer may extend the Closing by three (3), sixty (60) day periods by providing Seller written notice of extension and \$20,000.00 for each extension ("Extension Fees") prior to the expiration of the then existing Closing. The Extension Fees shall be non-refundable and applicable to the Purchase Price.

6. Title. At Closing, Seller shall deliver to Buyer indefeasible and marketable fee simple title to the Property, free and clear of any deeds of trust, liens, security interests, encumbrances or other restrictions other than matters or conditions (i) currently existing of record, (ii) that would be disclosed by a survey or inspection of the Property, (iii) or which are caused by Buyer, its agents, employees or representatives. No later than thirty (30) days after exercise of the Option, Buyer shall conduct its title search and obtain a title insurance commitment. If the title search reveals any objectionable title matters (in Buyer's reasonable discretion), Buyer shall notify Seller, within 10 days thereafter, in writing of any defect or condition related to the title insurance commitment that materially affects the title to the Property or the use of the Property as a multi-family residential development. Seller shall have five (5) days after the receipt of such written notice to notify Seller if it intends to correct said defects or conditions. If Seller is unable or unwilling to correct such defects or conditions within thirty (30) days thereafter, and unless Buyer agrees in writing to purchase the Property with the particular defect or condition uncorrected, Buyer shall have the option to terminate this Agreement and receive a return of the Option Money, if any, regardless of whether the Option has been exercised. If Seller declines to correct such defects or is unable or unwilling to correct such defects within said thirty (30) days period, Buyer shall then have five (5) days in which to notify Seller of the Buyer's election to terminate this Agreement. The failure of the Buyer to give Seller written notice of its election to terminate the Agreement shall constitute a waiver of the condition or defect and shall be deemed an election to purchase the Property with the particular defect or condition uncorrected.

Title shall be conveyed by a special warranty deed in recordable form conveying marketable indefeasible, fee simple (in fact, and insurable so to be) title, free and clear of all liens and encumbrances save and except only matters or conditions permitted pursuant to the foregoing paragraph and exceptions consented to by Buyer as set forth in the foregoing paragraph, and ad valorem taxes for the calendar year of Closing (to be prorated on a calendar year basis as of the Closing Date. Except as consented to by Buyer, Seller shall do nothing which impairs such title to the Property as Seller now owns during the Option Term.

7. Closing Costs. At closing Seller shall pay the cost of the deed preparation, the statutory Grantor's tax, any instruments which may be required to clear the title of any prior liens (if agreed by Seller in writing in accordance with Section 6 above), and any counsel fees for counsel employed or retained by Seller. Buyer shall pay for title examination, title policy, surveys, recording fees, all State and Local Grantee tax, and for any counsel fees Buyer incurs in the transaction. Buyer shall pay the special use permit fees. Rents and ad valorem property taxes shall

be prorated on a calendar year basis and the tenant security deposits shall be transferred to Buyer with Buyer being credited with the day of Closing.

8. Subdivision and Rezoning. To the best of Seller's knowledge, Seller represents that no subdivision is legally required to convey the Property as shown in Exhibit A to Buyer. Seller shall be responsible for subdividing the Property and recording the subdivision plat, at its sole cost and expense. The parties acknowledge that prior to the VHDA application deadline as described in Section 2, the Property must receive a rezoning approval, Special Use Permit (SUP) to allow Buyer's intended use of the Property as multifamily affordable housing or Buyer will be unable to submit an application.

9. Inspection. Seller does hereby agree to provide access to Buyer and its engineers and agents to the Property for purposes of undertaking such surveys, inspections or such other tests and analyses as Buyer may deem necessary and appropriate. Seller consents to Buyer applying for any zoning and/or land use permits, applying for a reservation of housing tax credits from the Virginia Housing Development Authority, determining the permits, approvals and licenses necessary for its use of the Property, performing tests and audits at the Property, securing any approvals from the Commonwealth of Virginia and local municipalities that Buyer determines necessary, and conducting a survey of the Property. Seller shall cooperate reasonably with Buyer in any applications it files for zoning and/or land use permits; securing of approvals, licenses and permits; surveying the Property; obtaining title insurance; conducting tests and audits; and inspecting the property, but Seller shall not be required to agree to any proffers, conditions or other obligations that would attach to or be an obligation of the Property or of Seller should Closing not occur, nor shall Seller be required to incur more than incidental costs as part of Buyer's applications and similar approvals. All expenses associated with the inspection of the property and all applications, permitting and similar activities shall be paid for by Buyer. Buyer does hereby agree to indemnify and hold Seller, its members, managers, employees and agents, harmless from any loss or liability that may occur as a result of such inspection activity that may be undertaken by Buyer, its engineers or agents and this obligation shall survive any consummating or termination of this Agreement.

9.1 Buyer agrees that any information obtained by Buyer or Buyer's agents in the conduct of its inspections or other due diligence relating to the Property, from Seller or otherwise, shall be treated as confidential and shall be used only to evaluate the acquisition of the Property from Seller. Buyer agrees not to divulge, and to use best efforts (including, without limitation, informing Buyer's agents of the confidential nature of such information) to cause Buyer's agents not to divulge, the contents of such information.

9.2 In the event of the termination of this Agreement for any reason whatsoever other than a Seller default, Buyer shall deliver to Seller, at no cost to Seller, all documents, work papers, engineering and environmental studies and reports, and all other materials created or ordered by Buyer in connection with the transactions contemplated hereby, such information and documents to be delivered with any warranty or representations of any kind of Buyer.

9.3 Buyer covenants to provide Seller with complete copies of all applications for and documents related to Buyer's subdivision, rezoning, permits, applications or other approvals.

9.4 Seller shall provide Buyer copies of any due diligence items concerning the Property that are in Seller's possession or reasonably obtainable by Seller including, but not limited to, leases, tenant files, title insurance policies, surveys and environmental reports.

10. Condemnation. If prior to Closing all or any portion of the Property is taken by eminent domain, Buyer may at its option close on the Property, or may terminate this Option Agreement and receive a return of the Option Money. If Buyer elects to close, then Seller shall assign to Buyer the entire proceeds resulting from such taking and Buyer shall be entitled to pursue the claim and retain all it is able to collect for such taking.

11. Closing Documents. At Closing Seller will execute, acknowledge and deliver to Buyer a general warranty deed conveying title as hereinbefore required, an assignment of leases and security deposits, a bill of sale for any personal property transferred, such lien waivers or affidavits as Buyer's title insurer may reasonably require to insure against any possible unfiled and unpaid laborer's or materialmen's liens, together with such other papers and documents as may be reasonably necessary in connection with the completion of the closing.

12. Possession. Possession of the Property shall be delivered to Buyer at the time of Closing.

13. Notices. Any notice or other communications hereunder shall be in writing and shall be deemed to have been given (unless otherwise set forth herein), if delivered in person, delivered by facsimile, delivered by email, deposited with an overnight express agency, fees prepaid, or mailed by United States express, certified or registered mail, postage prepaid, return receipt requested, to the appropriate party at the following addresses:

Seller: The Boisseau Family LC II
c/o Richard Boisseau
340 S. Commerce Ave
Front Royal Va 22630

Buyer:
Surber Development and Consulting LLC
120 Green Tree Circle
Bristol, VA 24201

14. Representations of Seller. Seller represents and warrants to Buyer that, to the best of the knowledge of Seller, the following:

a. There is not now, nor has there ever been located in, on, or about the Property any pollutants, contaminants, gas or petroleum products, or other hazardous or toxic materials, the presence of which is either penalized or prohibited or removal required by any local, state, or federal government instrumentality or by applicable laws, statutes, or regulations except as may be disclosed in any prior environmental reports delivered to Buyer by Seller. The parties acknowledge that Buyer, as a part of its due diligence, may obtain a Phase I Environmental Audit, at the Buyer's sole cost and expense, to determine the environmental condition of the Property. If an environmental condition occurs which adversely affects the Property between the time of the initial Phase I and any Phase I update, then Buyer shall have the right to terminate this Agreement and receive a refund of all Option Money, regardless of whether the Option has been exercised.

b. The Option has been duly executed and delivered by Seller, constitutes the valid and binding agreement of Seller, and is enforceable in accordance with its terms.

c. There is no action, suit, or proceeding, pending or known to be threatened in writing, against Seller, the Property or which would affect the Property.

d. Seller has not filed a petition or an answer seeking reorganization or an arrangement with creditors or to take advantage of any insolvency or bankruptcy law.

e. Seller has fee simple title to the Property, has the exclusive right of possession of the Property and there are no leases affecting the Property.

f. Seller has not entered into any agreement, oral or written, other than this Agreement and matters of record, with reference to the Property.

g. Seller has not received any written notice from any city, county or other governmental authority of any taking of the Property, or any portion thereof, by eminent domain or similar proceeding, and no such taking or other condemnation of the Property, or any portion thereof, shall be threatened or contemplated by any governmental authority.

h. Seller has no knowledge of any change or proposed change in the route, grade or width of or otherwise affecting, any street or road adjacent to or serving the Property.

15. Entire Agreement. This Agreement and any exhibits hereto and other documents incorporated or referred to herein, contains the entire Agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing. All changes, additions or deletions hereto must be in writing and signed by all the parties. Any and all references herein to the Seller or Buyer shall be deemed to include their respective successors, heirs or permitted assigns.

16. Buyer's Representations and Warranties.

a. The persons executing this Agreement on behalf of Buyer are duly authorized to do so and thereby bind Buyer hereto.

b. Buyer has all requisite power and authority to enter into and perform this Agreement and to incur the obligations provided for herein and has taken all action necessary to authorize the execution, delivery and performance of this Agreement.

c. This Agreement is valid, binding and enforceable in accordance with its terms.

17. Brokerage. Buyer and Seller warrant and represent to each other that they have dealt with no brokers or agents in this transaction except Seller is represented by Thalhimer whose commission will be paid by Seller pursuant to a separate agreement. If any other commission may be due and owing, the party whose alleged actions form the basis for such claim shall be fully responsible for such claim, without recourse to the other, each party hereby agreeing to save the other harmless from the payment of any such commission.

18. Assignment. At any time prior to Closing, Buyer shall have the right to assign all of its right, title and interest in and to this Agreement to any affiliate or any entity owned and controlled by, controlling, or under common control in whole or in part with Buyer or its principals. Otherwise, Buyer shall not have the right to transfer, convey or assign any or all of its right, title or interest in the Property or in and to this Agreement, without the prior written consent of Seller which may not be unreasonably withheld, conditioned or delayed.

19. Default. Should Buyer default under this Option and if and such default is not cured within ten (10) days of written notice from Seller to Buyer (or such additional period of time as shall be necessary to effect a cure provided Buyer is proceeding in good faith with a cure), there shall be deemed an event of default hereunder by Buyer. For any event of default by Buyer hereunder, Seller shall retain the Option Money as its sole and exclusive remedy.

In the event Seller shall default hereunder, Buyer may either elect to (i) terminate this Option, receive a return of the Option Money or (ii) seek specific performance of Seller's obligation to convey title to the Property to Buyer in accordance herewith. Under no circumstances shall Seller be liable to Buyer for any consequential, special or punitive damages of any kind.

20. Situs. This Agreement shall be governed in all respects by and construed under the laws of the Commonwealth of Virginia.

21. Effective Date. For the purposes of this Option, the "Effective Date" shall be the last date on which this Option is executed by either Buyer or Seller.

22. Time is of the Essence. Time is of the essence of this Agreement.

23. Recitals. The recitals are incorporated into this Agreement.

[signatures on following page]

IN WITNESS WHEREOF, Seller and Buyer, intending to be legally bound, have executed this Agreement as of the day and year first above written.

BUYER:

Surber Development and Consulting, LLC
a Virginia limited liability company

By: Jen Surber
Jen Surber
Managing Member

SELLER:

The Boisseau Family L.C. III
a Virginia limited liability company

By: [Signature]
Authorized Signatory

COMMONWEALTH OF VIRGINIA
CITY OF FRONT ROYAL

FIRST AMENDMENT TO
OPTION AGREEMENT

THIS FIRST AMENDMENT TO OPTION AGREEMENT ("First Amendment") is made as of the 24th day of February, 2025, by and between **Surber Development and Consulting LLC**, a Virginia limited liability company ("Buyer"), and **The Boisseau Family LLC III**, a Virginia limited liability company ("Seller");

WITNESSETH:

WHEREAS, Seller and Buyer entered into that certain Option Agreement dated September 5, 2024 ("Option") under which Seller granted Buyer an option to purchase that certain real property containing approximately 11.58 acres located in Front Royal, Commonwealth of Virginia as more particularly described in the Option ("Property"); and

WHEREAS, Seller and Buyer wish to amend the Option as more particularly set forth herein.

NOW, THEREFORE, the parties hereto, in consideration of One and 00/100 Dollar (\$1.00) and other valuable consideration, the receipt and adequacy of which is hereby acknowledged, hereby agree as follows:

1. The above Recitals are hereby incorporated into this First Amendment.

2. Seller consents to the Buyer acquiring the Property in two phases. The first phase shall consist of that portion of the Property shown on **Exhibit A-1** attached hereto ("Phase 1") and second phase shall consist of that portion of the Property shown on **Exhibit A-2** attached hereto ("Phase 2"). Buyer shall apply for tax credits for Phase 1 pursuant to the terms of the Option. If Buyer exercises the Option for Phase 1, Buyer shall close on Phase 1 on or before March 31, 2026 at a Purchase Price of \$1,125,000.00 ("Phase 1 Closing"). The Closing extensions set forth in the Option continue to apply to the Phase 1 Closing. One-half of the Option Money shall be retained by Seller and credited against the Purchase Price of Phase 1.

If Buyer exercises the Option for Phase 1, Buyer shall apply for a 2026 award of low-income housing tax credits ("2026 Tax Credits") with VHDA for a multifamily apartment complex to be constructed on Phase 2. The Option Term for Phase 2 shall expire on October 31, 2026. No more than ten (10) days after VHDA posts the final rankings for 2026 ("2026 Rankings") which is anticipated to be no later than June 30, 2026, Buyer shall either (i) terminate this Option by July 15, 2026 and the remainder of the Option Money shall be returned to Buyer, or (ii) if the Buyer receives 2026 Tax Credits and Buyer does not terminate the Option, exercise the Option and the remainder of the Option Money shall become non-refundable and shall be credited against the Purchase Price of Phase 2. In addition, Buyer shall deliver an additional Twenty Five Thousand and No/100 Dollars (\$25,000.00) of option money to Seller which shall be non-refundable and shall be credited against the Purchase Price of Phase 2.

The Closing of Phase 2 shall be on or before March 31, 2027 at a Purchase Price of \$1,150,000.00 ("Please 2 Closing"). All closing extensions in the Option apply to the Phase 2 Closing.

3. Unless otherwise herein modified, all defined terms in the Option used herein shall have the same meanings as used in that document. Except as amended herein, all terms and conditions of the Option shall remain in full force and effect. In the event of a conflict between this First Amendment and the Option, this First Amendment shall control. The terms and provisions of this First Amendment shall be binding upon and shall inure to the benefit of the parties hereto, their respective successors and assigns, if any.

[signatures on following page]

IN WITNESS WHEREOF, the parties have hereunto set their hands effective as of the day and year first above written.

BUYER:
Surber Development and Consulting LLC,
a Virginia limited liability company

By: 
Jennifer E.H Surber, Managing Member

SELLER:
The Boisseau Family LLC III,
a Virginia limited liability company


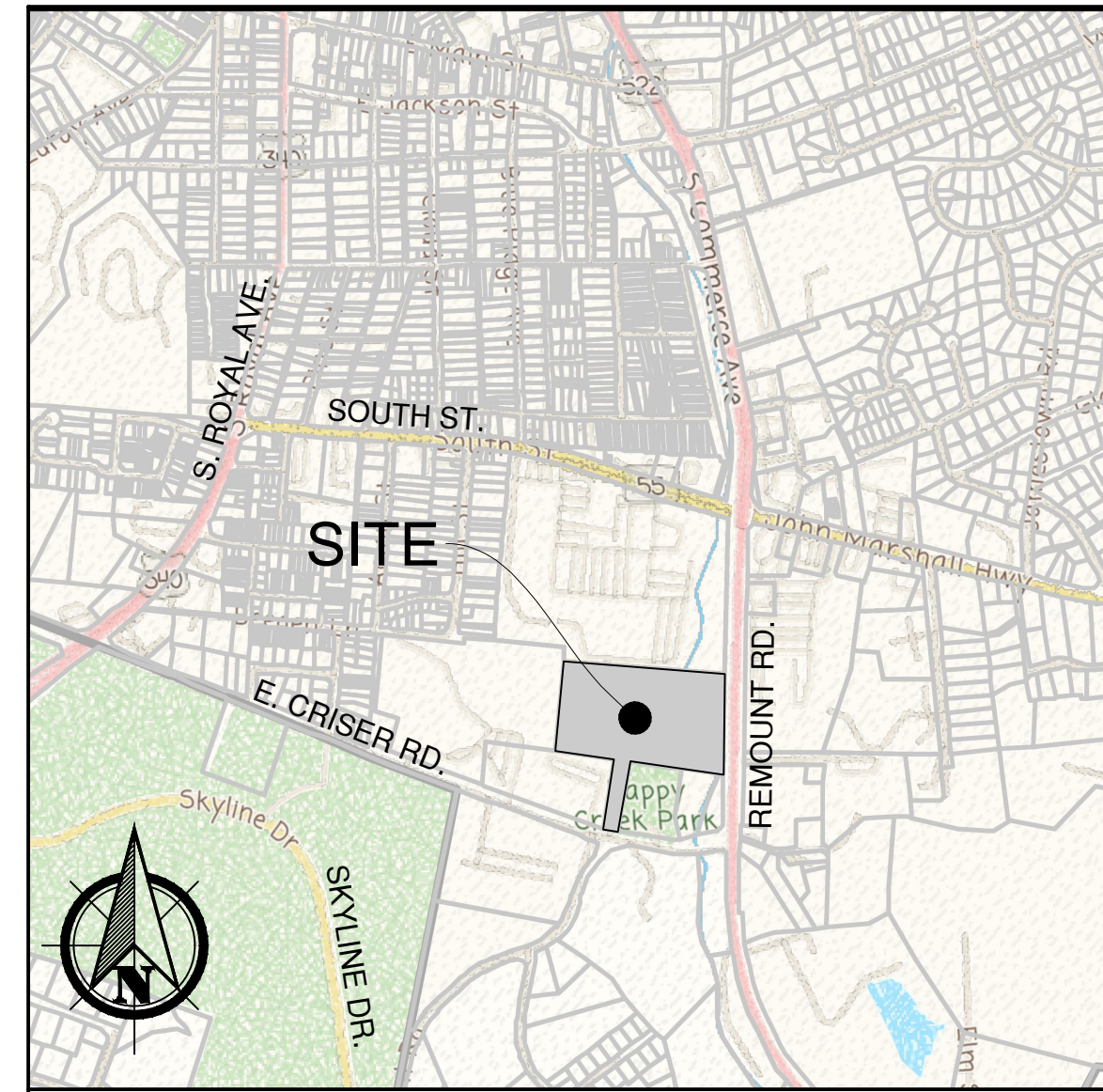
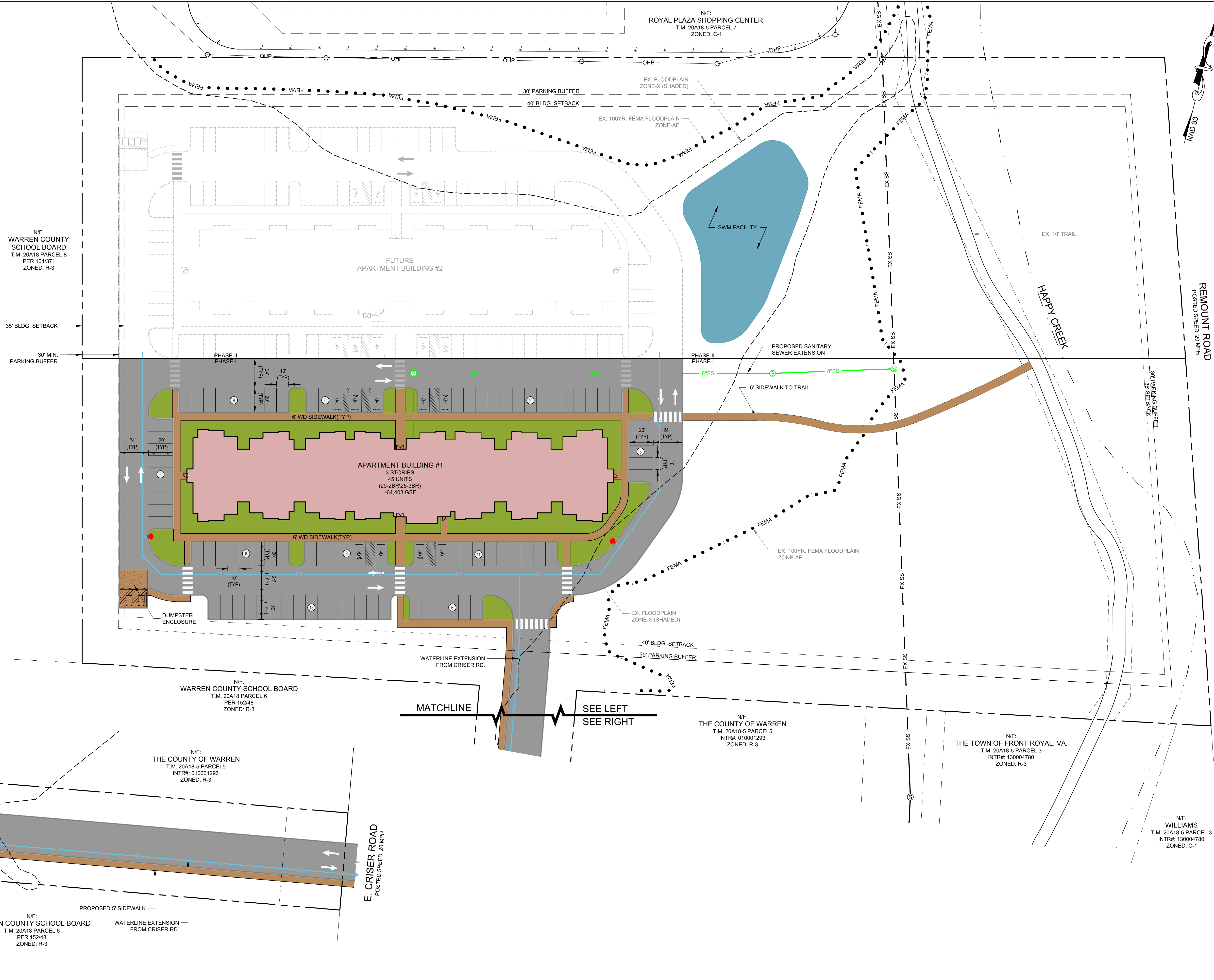
By: 
Name: Richard W. Boisseau, III
Title: Manager

Exhibit A-1
Exhibit A-2



SITE LOCATION MAP ~ SCALE: 1"=1000'

SITE DATA

OWNER: BOISSEAU FAMILY LLC III (THE)
1126 LEVELGREEN RD.
LANCASTER, VIRGINIA 22603
PHONE: TBD
EMAIL: TBD

ENGINEER: KOONTZ BRYANT JOHNSON WILLIAMS, INC
1703 NORTH PARHAM ROAD, SUITE 202
HENRICO, VIRGINIA 23229
CONTACT: JONATHAN COSBY, P.E.
PHONE: (804) 200-1933 FAX: (804) 740-7338
EMAIL: JCSBY@KBJWGROU.COM

SITE ADDRESS: 0 E. CRISER ROAD
FRONT ROYAL, VIRGINIA 22630

EXISTING USE: VACANT

MAP REFERENCE: TAX MAP 20A185 5A1
HYDROLOGIC UNIT CODE: 02070005
UNIT NAME: SOUTH FORK SHENANDOAH
RECEIVING WATERS: HAPPY CREEK/S. FORK SHENANDOAH RIVER

PARCEL ZONING: C-1 (COMMUNITY BUSINESS DISTRICT)
"SUP APPROVED DECEMBER 2024 BY FRONT ROYAL TOWN COUNCIL FOR APARTMENT/MULTIFAMILY USE, TOTAL NUMBER OF UNITS, AND BUILDING HEIGHT

DISTRICT: COUNCIL DISTRICT 3

PARCEL AREA: 11.588 ACRES

BUILDING INFO: NO. OF APARTMENT BUILDINGS: 1
NO. OF APARTMENT UNITS: 45

BUILDING HEIGHT: MAX. THREE (3) STORIES (±45'-6" TO EAVE)

PARKING: PARKING REQUIRED: 90 SPACES (2 SPACES PER UNIT)
PARKING PROVIDED: 90 SPACES (81 STD. SPACES, 9 ADA SPACES)

175-113 APARTMENTS ZONING REQUIREMENTS:

MIN. LOT SIZE: REQ'D = 184,000 S.F. (4.22 AC.)
(3 UNITS x 10,000 S.F./UNIT) + (77 UNITS x 2,000 S.F./UNIT)
PROV'D = 11.58 AC.

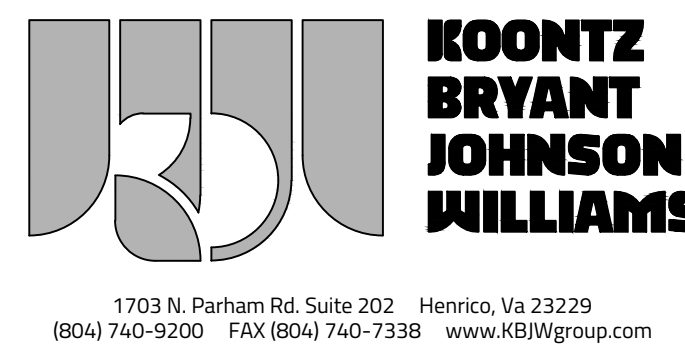
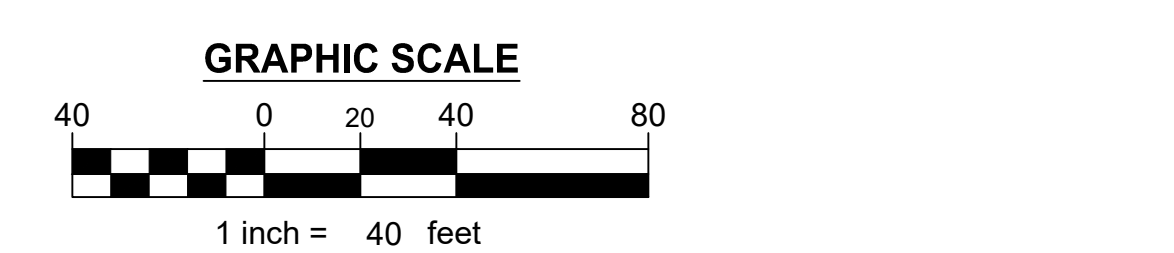
MIN. LOT WIDTH: REQ'D = 125 FEET @ SETBACK LINE
PROV'D = ±855 FEET @ SOUTHERN SETBACK LINE

MIN. YARD: REQ'D FRONT = 40 FEET REAR = 40 FEET SIDE = 35 FEET
PROV'D FRONT = 40 FEET REAR = 40 FEET SIDE = 35 FEET

PARKING SETBACK: REQ'D = 30 FEET
PROV'D = ±30 FEET

USEABLE OPEN SPACE: REQ'D = 0.25 S.F. PER G.S.F. FLOOR AREA
64,403 x 0.25 = 16,101 S.F.
PROV'D = > 16,101 S.F. (PLAY AREA, TRAIL, OPEN SPACE)

- NOTES**
- THIS PLAN IS FOR CONCEPTUAL PURPOSES ONLY. THE FEASIBILITY OF THIS LAYOUT HAS YET TO BE FULLY DETERMINED.
 - PLANIMETRICS AND PROPERTY INFORMATION ARE COMPILED FROM EXISTING DESIGN PLANS, AS-BUILT PLANS, GIS DATA, AND OBSERVATIONS FROM A SITE VISIT.
 - A GENERAL REVIEW OF ZONING REQUIREMENTS WAS DONE IN PREPARING THIS CONCEPT; HOWEVER, THE CONCEPT DOES NOT BENEFIT FROM FORMAL MEETINGS AND REVIEWS FROM THE GOVERNMENTAL AGENCIES HAVING JURISDICTION WHICH MAY UNCOVER ADDITIONAL CONSTRAINTS.
 - SITE AND DESIGN RELATED CONSTRAINTS INCLUDING BUT NOT LIMITED TO GRADING, STORM WATER MANAGEMENT, WATER, SANITARY SEWER, STORM SEWER, DRY UTILITIES, ENVIRONMENTAL FEATURES, AND EXISTING SOIL CONDITIONS WERE NOT FULLY CONSIDERED WITH THIS EARLY CONCEPTUAL LEVEL LAYOUT.



PHASE SUMMARY

PHASE	AREA (AC)
BLDG #1 (PH.I)	±6.5
BLDG #2 (PH.II)	±5.1

AREAS SUBJECT TO CHANGE

LEGEND

	PR. BUILDINGS
	PR. PAVEMENT (PARKING/TRAVELWAYS)
	PR. CONCRETE SIDEWALK
	OPEN SPACE AREAS

HARWOOD PLACE
SITE LAYOUT
E. CRISER ROAD TOWN OF FRONT ROYAL, VIRGINIA.
DATE: MARCH 11, 2025 SCALE: 1" = 40'

Harwood Place VA LLC

120 Green Tree Circle; Bristol, VA 24201

The Boisseau Family LLC III
C/O Richard Boisseau
340 S. Commerce Avenue
Front Royal, VA 22630

June 18, 2025

RE: Harwood Place

Dear Mr. Boisseau,

Pursuant to that certain Option Agreement dated September 5, 2024, by and between Surber Development and Consulting LLC (“Buyer”) and The Boisseau Family LLC III (“Seller”), and that certain Assignment of Option Agreement dated February 1, 2025, whereby Buyer assigned all of its rights, title, and interest in the Option Agreement to Harwood Place VA LLC (“Assignee”), this letter shall serve as the formal written notice of the Buyer’s exercise of the option to purchase the real property as described in Exhibit A attached hereto. We will be submitting an application in the 2026 LIHTC application cycle for Phase II, in accordance with the First Amendment to the Option agreement, dated February, 24, 2025.

Sincerely,



Jen Surber

Managing Member of Surber Development and Consulting LLC,
Managing Member of Harwood Place MM LLC,
Managing Member of Harwood Place VA LLC

COMMONWEALTH OF VIRGINIA:

ASSIGNMENT

CITY OF FRONT ROYAL :

OF OPTION AGREEMENT

This Assignment of Option Agreement is entered as of the 10th day of March, 2026. In consideration of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Surber Development and Consulting LLC, a Virginia limited liability company (the "Assignor") hereby assigns to Harwood Place II VA LLC, a Virginia limited liability company (the "Assignee") all of Assignor's right, title and interest in and to that Option Agreement between Assignor and The Boisseau Family LLC III dated September 5, 2024, as amended ("Agreement") with respect to that 3.04 acre tract as shown on **Exhibit A** ("Property"), which is a portion of that tract of land containing approximately 11.58 acres located in Front Royal, Virginia as more particularly described in the Agreement.

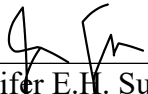
Assignor hereby agrees to indemnify Assignee against and hold Assignee harmless from any and all cost, liability, loss, damage, or expense, including, without limitation, reasonable attorney's fees and costs, originating prior to the date of closing of transfer of title of the Property to Assignee and arising out of Assignor's obligations prior to such date under Agreement. Assignee hereby agrees to hold Assignor harmless from any and all cost, liability, loss, damage or expense, including, without limitation, reasonable attorney's fees, originating on or after the date of this Assignment and arising out of the Assignee's obligations from and after such date under the Agreement.

This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, Assignor and Assignee have executed this Assignment effective as of the date set forth in [signature] on following page]

ASSIGNOR:

Surber Development and Consulting LLC,
a Virginia limited liability company

By:  _____
Jennifer E.H. Surber, Managing Member

ASSIGNEE:

Harwood Place II VA LLC, a Virginia limited liability company

Harwood Place II MM LLC,
a Virginia limited liability company, Managing Member

By: Surber Development and Consulting LLC,
a Virginia limited liability company, Managing Member


By:  _____
Jennifer E.H. Surber, Managing Member

Exhibit A

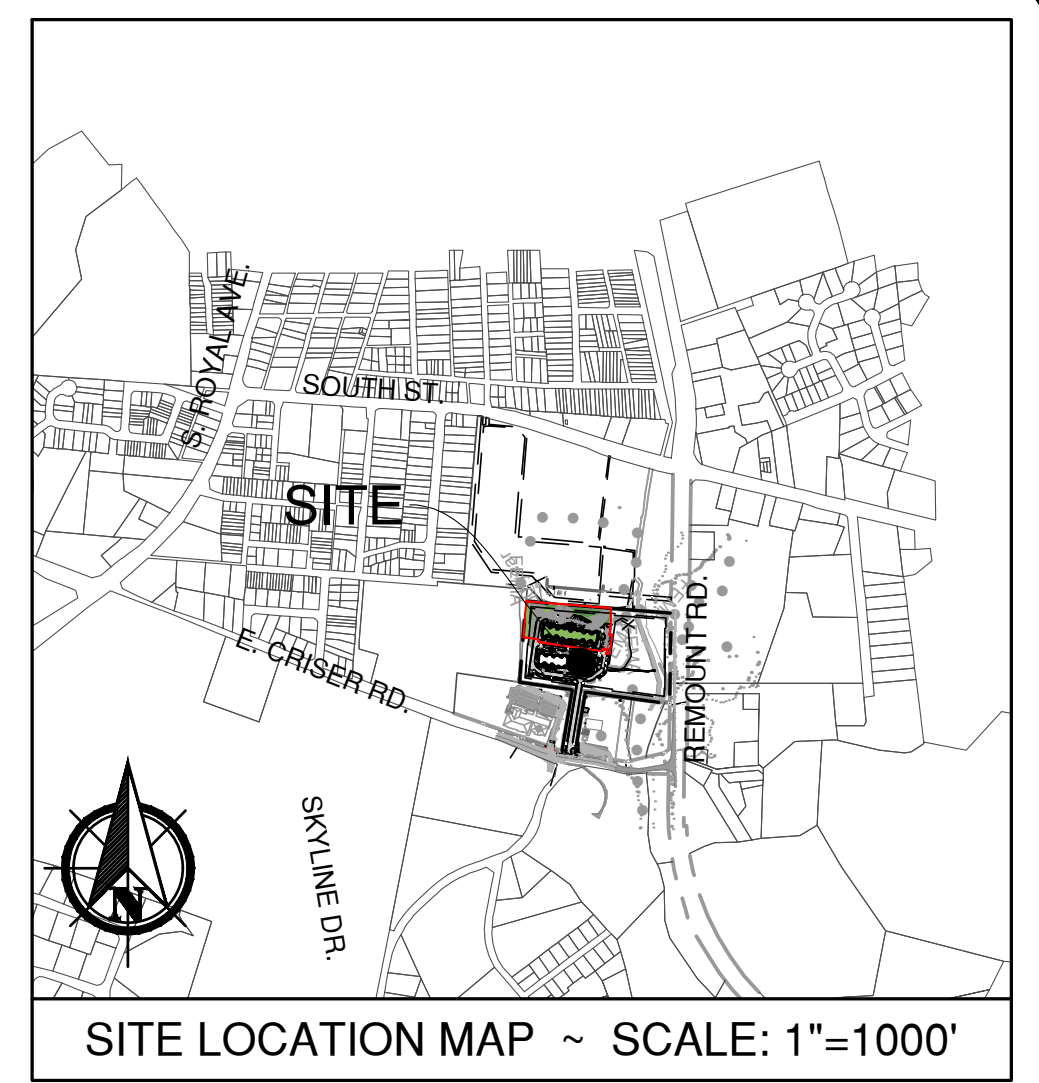
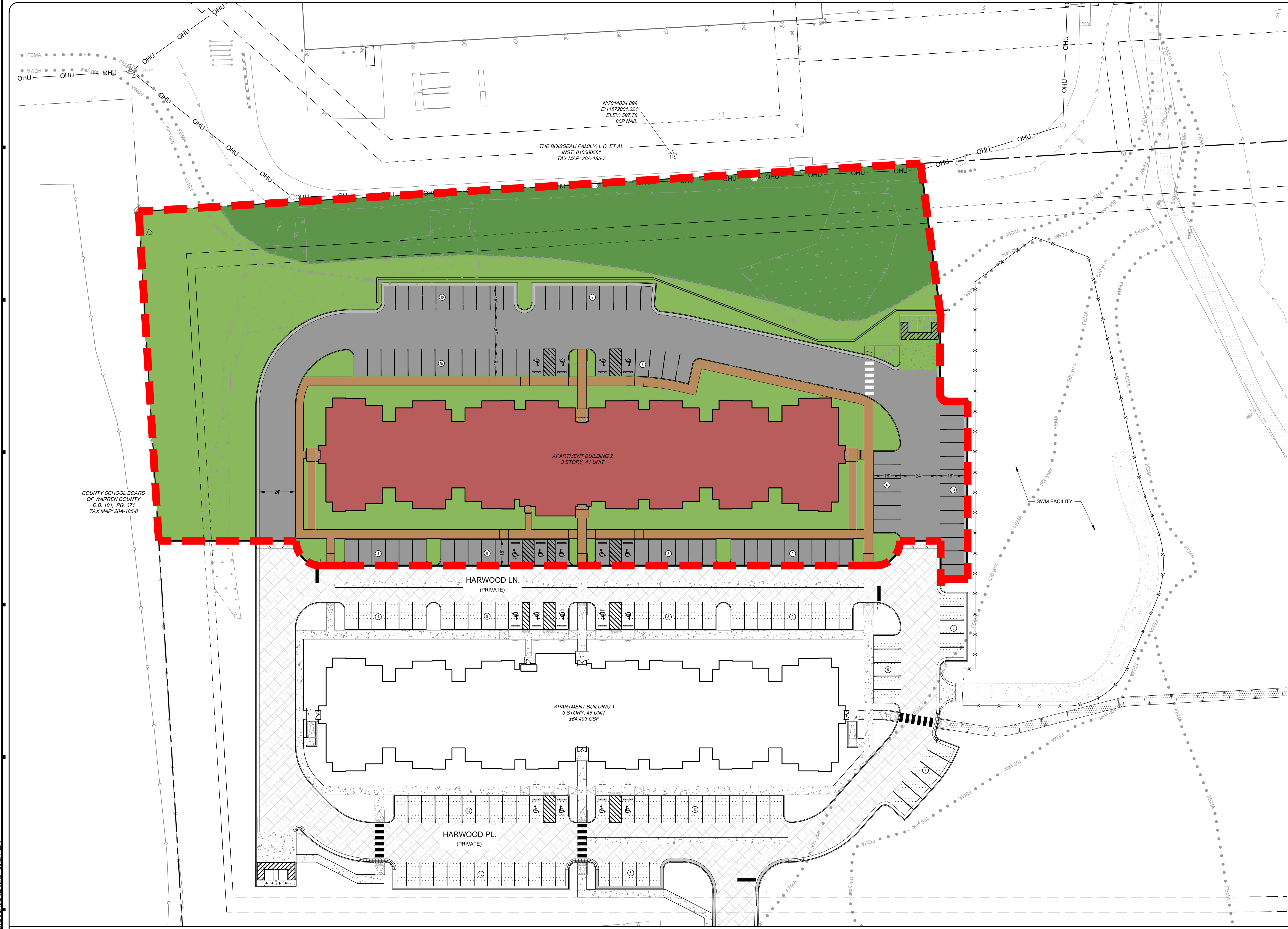


STEELE GROUP ARCHITECTS

03-10-2026

STATUS: PRELIMINARY SUBMITTAL

Harwood Place II
East Criser Road
Front Royal, VA 22630



SITE DATA

OWNER: BOISSEAU FAMILY LLC III (THE)
1126 LEVELGREEN RD.
LANCASTER VIRGINIA 22603
PHONE: TBD
EMAIL: TBD

ENGINEER: KOONTZ BRYANT JOHNSON WILLIAMS, INC
1703 NORTH PARHAM ROAD, SUITE 202
HENRICO, VIRGINIA 23229
CONTACT: F. CAMERON PALMORE, P.E.
PHONE: (804) 206-1900 - FAX: (804) 740-7338
EMAIL: CPALMORE@KBJWGROUP.COM

SITE ADDRESS: 0 E CRISER ROAD
FRONT ROYAL VIRGINIA 22630

EXISTING USE: VACANT

MAP REFERENCE: TAX MAP 20A185 5A1
HYDROLOGIC UNIT CODE: 02070005
UNIT NAME: SOUTH FORK SHENANDOAH
RECEIVING WATERS: HAPPY CREEK/S, FORK SHENANDOAH RIVER

PARCEL ZONING: C-1 (COMMUNITY BUSINESS DISTRICT)
*SUP APPROVED DECEMBER 2024 BY FRONT ROYAL TOWN COUNCIL FOR APARTMENT/MULTIFAMILY USE, TOTAL NUMBER OF UNITS, AND BUILDING HEIGHT

DISTRICT: COUNCIL DISTRICT 3

PARCEL AREA: 11.64 ACRES

BUILDING INFO: NO. OF APARTMENT BUILDINGS: 1
NO. OF APARTMENT UNITS: 41

BUILDING HEIGHT: MAX. THREE (3) STORIES (645'-6" TO EAVE)

PARKING: PARKING REQUIRED: 82 SPACES (2 SPACES PER UNIT)
PARKING PROVIDED: 90 SPACES (81 STD. SPACES, 9 ADA SPACES)

175-113 APARTMENTS ZONING REQUIREMENTS:

MIN. LOT SIZE: REQ'D = 86,000 S.F. (1.97 AC.)
(10,000 S.F./FIRST 3 UNITS) + (38 UNITS x 2,000 S.F./UNIT)
PROVD = 3.04 AC.

MIN. LOT WIDTH: REQ'D = 125 FEET @ SETBACK LINE
PROVD = 185 FEET @ SOUTHERN SETBACK LINE

MIN. YARD: REQ'D FRONT = 40 FEET REAR = 40 FEET SIDE = 35 FEET
PROVD FRONT = 40 FEET REAR = 40 FEET SIDE = 35 FEET

PARKING SETBACK: REQ'D = 30 FEET
PROVD = > 30 FEET

USEABLE OPEN SPACE: REQ'D = 0.25 S.F. PER G.S.F. FLOOR AREA
= 64,403 x 0.25 = 16,101 S.F.
PROVD = > 16,101 S.F. (PLAY AREA, TRAIL, OPEN SPACE)

NOTES

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- PLANIMETRICS AND PROPERTY INFORMATION ARE COMPILED FROM EXISTING DESIGN PLANS, AS-BUILT PLANS, GIS DATA, AND OBSERVATIONS FROM A SITE VISIT.
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©2026 Steele Group Architects

Version	Transmittal Set Name	Date
01	PRELIMINARY SUBMITTAL	03-10-2026

DATE: 03-10-2026
PROJECT NUMBER: 2026 Preliminary Application
SHEET TITLE: ARCHITECTURAL SITE PLAN

SHEET: AS101

1703 N. Parham Rd, Suite 202 Henrico, Va 23229
(804) 740-9200 FAX (804) 740-7338
www.KBJWgroup.com

PHASE SUMMARY

PHASE	AREA (AC)
BLDG #1 (PH I)	±8.60
BLDG #2 (PH II)	±3.04

LEGEND

- PR. BUILDINGS
- PR. CONCRETE SIDEWALK
- PR. PAVEMENT (PARKING/TRAVELWAYS)
- OPEN SPACE AREAS
- PHASE 2 LINE

HARWOOD PLACE II
EXHIBIT A-1/A-2
E. CRISER ROAD TOWN OF FRONT ROYAL, VIRGINIA.
DATE: MARCH 10, 2026 SCALE: 1" = 30'

0 E CRISER RD

Location 0 E CRISER RD
Mblu 20/ A1 85/ 5/ A1/
Taxable Status Non-Exempt
Appraisal \$472,800
Building Count 1
Topography
District 65: SOUTH RIVER - TOWN
City, State, Zip FRONT ROYAL, VA 22630
Owner BOISSEAU FAMILY LC III (THE)
PBN COMMERICAL/INDUSTRIAL
PID/ACCOUNT# 32506
Legal Description TOWN OF FRONT ROYAL SUB L 5
 LR01-1293 SURV LR13- 4778 & BDY
 ADJ LR23-4560
Assessing Distr... 001

Current Value

Assessment					
Valuation Year	Building	Extra Features	Outbuildings	Land	Total
2025	\$0	\$0	\$0	\$472,800	\$472,800

Parcel Addresses

Additional Addresses
No Additional Addresses available for this parcel

Owner of Record

Owner BOISSEAU FAMILY LC III (THE)
Co-Owner
Care Of
Address 1126 LEVELGREEN RD
 LANCASTER, VA 22503-4040
Sale Price \$0
Book LR-2023
Page 5473
Sale Date 12/28/2023
Instrument 00
Qualified Q

Ownership History

Ownership History						
Owner	Sale Price	Instrument	Sale Date	Ref Number	Book	Page
BOISSEAU FAMILY LC III (THE)	\$0	00	12/28/2023		LR-2023	5473
BOISSEAU FAMILY LC (THE)	\$0	00	07/18/2013		LR-2013	4778
TOWN OF FRONT ROYAL (THE)	\$0	00	03/01/2001		LR-2001	1293

Building Information

Building 1 : Section 1

Year Built:
Living Area: 0
Building Percent
Good:

Building Attributes

Building Photo

 Building Photo
 (https://images.vgsi.com/photos/warrencountyvaPhotos//defa

Field	Description
Style	Vacant Land
Model	
Grade	
Stories	
Foundation	
Exterior Wall 1	
Exterior Wall 2	
Roof Type	
Roof Cover	
Interior Wall 1	
Interior Wall 2	
Num Cars - Carport	
Garage Type	
Carport Type	
Heat System	
AC Type	
Bedroom(s)	
Full Bath(s)	
Half Bath(s)	
Extra Fixture(s)	
Total Room(s)	
SEW/WTR/LND	
Extra Kitchen(s)	
Interior Floor 3	
FBM Quality	
Interior Floor 1	
Interior Floor 2	
Garage Type 2	
Heat Fuel	
Num Cars - Garage	
Fireplace(s)	
Grade Adjust	
Legacy Area	
Num Cars - Built In	
Num Units	
Stacked Fireplace(s)	
Flue(s)	
Gas Fireplace(s)	
Inop Flue/FPL	
Interior Wall 3	
Basement	
Fin Bsmt Area	
Num Cars - Garage 2	
Split Foyer	
Split Level	

Building Layout

(ParcelSketch.ashx?pid=32506&bid=32506)

Building Sub-Areas (sq ft)
No Data for Building Sub-Areas

Metal Flue(s)	
Basement Area	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Parcel Information

Use Code 400V
 Description COMMERCIAL/INDUSTRIA - VAC
 Deeded Acres

Land

Land Use

Use Code 400V
 Description COMMERCIAL/INDUSTRIA - VAC
 Zone R3
 Neighborhood
 Category

Land Line Valuation

Size (Acres) 11.59
 Frontage 0
 Depth 0
 Total Market Land \$472,800

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal					
Valuation Year	Building	Extra Features	Outbuildings	Land	Total
2025	\$0	\$0	\$0	\$472,800	\$472,800
2024	\$0	\$0	\$0	\$376,700	\$376,700

Tab F:

RESNET Rater Certification (MANDATORY)



Home Innovation
NGBS GREEN VERIFIER™

M A S T E R

THIS CERTIFICATE SIGNIFIES

Grant Warner
Southern Energy Management
Raleigh
NC

IS AN

ACCREDITED MASTER VERIFIER

Michelle Foster, Vice President, Sustainability

03/08/18

Accreditation Date

12/11/26

Expiration Date

This certificate becomes invalid upon suspension, cancellation, revocation, or expiration of certification.

Home Energy Rating Certificate

Projected Report
Based on Plans

Rating Date: 2026-03-02

Registry ID:

Ekotrope ID: dWE0gyK2

HERS® Index Score:

47

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

Annual Savings

\$1,268

*Relative to an average U.S. home

Home:

East Criser Road
Front Royal, VA 22630

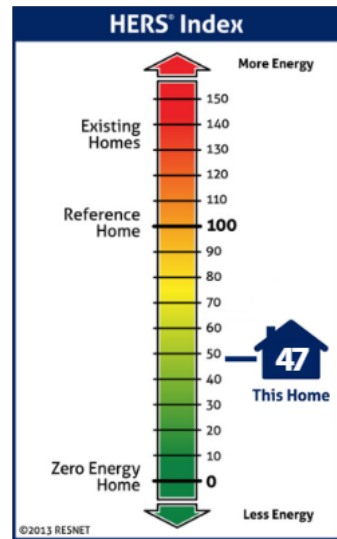
Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]	Annual Cost
Heating	6.3	\$221
Cooling	0.5	\$18
Hot Water	6.6	\$235
Lights/Appliances	13.3	\$476
Service Charges		\$198
Generation (e.g. Solar)	0.0	\$0
Total:	26.6	\$1,147

This home meets or exceeds the criteria of the following:

ENERGY STAR MF v1.2
ENERGY STAR MF v1.1
ENERGY STAR MF v1.0
2009 International Energy Conservation Code
2006 International Energy Conservation Code



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	2BR Ground
Community:	N/A
Conditioned Floor Area:	1,032 ft ²
Number of Bedrooms:	2
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF2
Primary Cooling System:	Air Source Heat Pump • Electric • 17 SEER2
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	0.3 CFM50 / s.f. Shell Area (Adjusted Infiltration: 4.07 ACH50)
Ventilation:	120 CFM • 40.9 Watts • Supply Only
Duct Leakage to Outside:	Untested Forced Air
Above Grade Walls:	R-24
Ceiling:	Adiabatic, R-11
Window Type:	U-Value: 0.25, SHGC: 0.22
Foundation Walls:	N/A
Framed Floor:	N/A

Rating Completed by:

Energy Rater: Benoit Rivard
RESNET ID: 4443444

Rating Company: Southern Energy Management MES
5908 Triangle Drive

Rating Provider: Southern Energy Management
5908 Triangle Drive, Raleigh, NC 27617
919-836-0330

Benoit Rivard, Certified Energy Rater
Digitally signed: 3/4/26 at 9:59 AM



Energy savings calculated without modifications to the energy model. (As Modeled)

Ekotrope RATER - Version:5.2.2.3814

The Energy Rating Disclosure for this home is available from the Approved Rating Provider.

This report does not constitute any warranty or guarantee.

ENERGY STAR MF V1.2 Home Report

Property

East Criser Road
Front Royal, VA 22630
Model: 2BR Ground

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_2BR Ground

Builder

Harwood Place II Preliminary Plans

Mandatory Requirements

- ✓ Duct leakage at post construction better than or equal to applicable requirements.
- ✓ Rater has attested that building-level UA (rather than dwelling unit UA) demonstrates compliance with Section 3 of the MFNC National Rater Design Review Checklist. See supplemental documentation from Rater.
- ✓ Envelope insulation achieves RESNET Grade I installation, or uses exceptions in footnote 5.
- ✓ Total window thermal properties meet or exceed the applicable requirements
- ✓ Duct insulation meets the EPA minimum requirements of R-6.
- ✓ Mechanical ventilation system is installed in the home.
- ✓ Measured infiltration is better than or equal to applicable requirements.
- ✓ ENERGY STAR Checklists fully verified and complete.

ERI (HERS) Index Target

Reference Home ERI (HERS)	51
As Designed Home ERI (HERS)	47
As Designed Home ERI (HERS) w/o PV	47

Normalized, Modified End-Use Loads (MBtu / year)

	ENERGY STAR	As Designed
Heating	10.0	7.5
Cooling	1.4	0.7
Water Heating	4.6	5.8
Lights and Appliances	13.9	13.3
Total	29.9	27.3



This home **MEETS or EXCEEDS** the energy efficiency requirements for designation as an EPA ENERGY STAR Qualified Home under Version Multifamily V1.2

Pollution Prevented

Type of Emissions	Reduction
Carbon Dioxide (CO ₂) - tons/yr	0.2

Energy Cost Savings

	\$/yr
Heating	76
Cooling	19
Water Heating	-49
Lights & Appliances	21
Generation Savings	0
Total	68

The energy savings and pollution prevented are calculated by comparing the Rated Home to the ENERGY STAR Version Multifamily V1.2 Reference Home as defined in the ENERGY STAR Qualified Homes ERI (HERS) Target Procedure for National Program Requirements, Version Multifamily V1.2 promulgated by the Environmental Protection Agency (EPA). In accordance with the ANSI/RESNET/ICC 301 Standard, building inputs affecting setpoints infiltration rates, window shading and the existence of mechanical systems may have been changed prior to calculating loads

Building Specification Summary

Property

East Criser Road
Front Royal, VA 22630
Model: 2BR Ground

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_2BR Ground
Harwood Place II Preliminary Plans

Builder

Building Information

Conditioned Area [ft ²]	1,032.00
Conditioned Volume [ft ³]	9,804.00
Thermal Boundary Area [ft ²]	3,413.00
Number Of Bedrooms	2
Housing Type	Apartment, end unit

Rating

HERS ERI	47
HERS ERI w/o PV	47

Building Shell

Unconditioned Attic Ceiling	None
Sealed Attic Ceiling	None
Vaulted Ceiling / Exposed Exterior	None
Above Grade Walls	R21+R3 Ci G1 16OC; U-0.047
Found. Walls	None
Framed Floors	None
Slabs	R10 Perimeter 24" Depth; R-10

Windows (largest)	U-Value: 0.25, SHGC: 0.22
Window / Wall Ratio	0.06
Window / Floor Ratio	0.07
Infiltration	0.3 CFM50 / s.f. Shell Area
Duct Lkg to Outside	Untested Forced Air
Total Duct Leakage	6 CFM25 / 100 ft ² (Post-Construction)

Mechanical Systems

Heating	Air Source Heat Pump • Electric • 8.5 HSPF2
Cooling	Air Source Heat Pump • Electric • 17 SEER2
Water Heating	Residential Water Heater • Electric • 0.93 UEF
Programmable Thermostat	Yes
Ventilation System	120 CFM • 40.9 Watts • Supply Only
Whole House Fan	N/A

Lights and Appliances

Percent Interior LED	100%	Clothes Dryer Fuel	Electric
Percent Exterior LED	100%	Clothes Dryer CEF	3.0
Refrigerator (kWh/yr)	400.0	Clothes Washer LER (kWh/yr)	400.0
Dishwasher Efficiency	270 kWh	Clothes Washer Capacity	3.0
Ceiling Fan (Watts)	37.5	Range/Oven Fuel	Electric

Home Energy Rating Certificate

Projected Report
Based on Plans

Rating Date: 2026-03-02

Registry ID:

Ekotrope ID: Lb9aWKZ2

HERS® Index Score:

44

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

Annual Savings

\$1,346

*Relative to an average U.S. home

Home:

East Criser Road
Front Royal, VA 22630

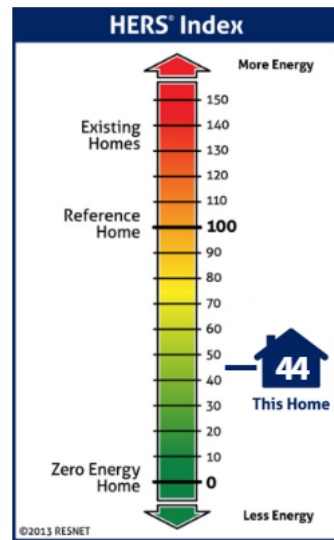
Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]	Annual Cost
Heating	5.1	\$180
Cooling	1.3	\$47
Hot Water	6.6	\$235
Lights/Appliances	12.8	\$457
Service Charges		\$198
Generation (e.g. Solar)	0.0	\$0
Total:	25.7	\$1,118

This home meets or exceeds the criteria of the following:

ENERGY STAR MF v1.2
ENERGY STAR MF v1.1
ENERGY STAR MF v1.0
2009 International Energy Conservation Code
2006 International Energy Conservation Code



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	2BR Middle
Community:	N/A
Conditioned Floor Area:	1,032 ft ²
Number of Bedrooms:	2
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF2
Primary Cooling System:	Air Source Heat Pump • Electric • 17 SEER2
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	0.3 CFM50 / s.f. Shell Area (Adjusted Infiltration: 2.18 ACH50)
Ventilation:	120 CFM • 40.9 Watts • Supply Only
Duct Leakage to Outside:	Untested Forced Air
Above Grade Walls:	R-24
Ceiling:	Adiabatic, R-11
Window Type:	U-Value: 0.25, SHGC: 0.22
Foundation Walls:	N/A
Framed Floor:	R-13

Rating Completed by:

Energy Rater: Benoit Rivard
RESNET ID: 4443444

Rating Company: Southern Energy Management MES
5908 Triangle Drive

Rating Provider: Southern Energy Management
5908 Triangle Drive, Raleigh, NC 27617
919-836-0330

Benoit Rivard, Certified Energy Rater
Digitally signed: 3/4/26 at 9:59 AM



Energy savings calculated without modifications to the energy model. (As Modeled)

Ekotrope RATER - Version:5.2.2.3814

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ENERGY STAR MF V1.2 Home Report

Property

East Criser Road
Front Royal, VA 22630
Model: 2BR Middle

Organization

Southern Energy Managem
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_2BR Middle

Builder

Harwood Place II Preliminary Plans

Mandatory Requirements

- ✓ Duct leakage at post construction better than or equal to applicable requirements.
- ✓ Rater has attested that building-level UA (rather than dwelling unit UA) demonstrates compliance with Section 3 of the MFNC National Rater Design Review Checklist. See supplemental documentation from Rater.
- ✓ Envelope insulation achieves RESNET Grade I installation, or uses exceptions in footnote 5.
- ✓ Total window thermal properties meet or exceed the applicable requirements
- ✓ Duct insulation meets the EPA minimum requirements of R-6.
- ✓ Mechanical ventilation system is installed in the home.
- ✓ Measured infiltration is better than or equal to applicable requirements.
- ✓ ENERGY STAR Checklists fully verified and complete.

ERI (HERS) Index Target

Reference Home ERI (HERS)	48
As Designed Home ERI (HERS)	44
As Designed Home ERI (HERS) w/o PV	44

Normalized, Modified End-Use Loads (MBtu / year)

	ENERGY STAR	As Designed
Heating	7.5	5.5
Cooling	3.1	1.9
Water Heating	4.6	5.8
Lights and Appliances	13.2	12.9
Total	28.3	26.1



This home **MEETS** or **EXCEEDS** the energy efficiency requirements for designation as an EPA ENERGY STAR Qualified Home under Version Multifamily V1.2

Pollution Prevented

Type of Emissions	Reduction
Carbon Dioxide (CO ₂) - tons/yr	0.2

Energy Cost Savings

	\$/yr
Heating	69
Cooling	32
Water Heating	-51
Lights & Appliances	9
Generation Savings	0
Total	59

The energy savings and pollution prevented are calculated by comparing the Rated Home to the ENERGY STAR Version Multifamily V1.2 Reference Home as defined in the ENERGY STAR Qualified Homes ERI (HERS) Target Procedure for National Program Requirements, Version Multifamily V1.2 promulgated by the Environmental Protection Agency (EPA). In accordance with the ANSI/RESNET/ICC 301 Standard, building inputs affecting setpoints infiltration rates, window shading and the existence of mechanical systems may have been changed prior to calculating loads

Building Specification Summary

Property

East Criser Road
Front Royal, VA 22630
Model: 2BR Middle

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_2BR Middle
Harwood Place II Preliminary Plans

Builder

Building Information

Conditioned Area [ft ²]	1,032.00
Conditioned Volume [ft ³]	9,804.00
Thermal Boundary Area [ft ²]	3,413.00
Number Of Bedrooms	2
Housing Type	Apartment, end unit

Rating

HERS ERI	44
HERS ERI w/o PV	44

Building Shell

Unconditioned Attic Ceiling	None
Sealed Attic Ceiling	None
Vaulted Ceiling / Exposed Exterior	None
Above Grade Walls	R21+R3 Ci G1 16OC; U-0.047
Found. Walls	None
Framed Floors	None
Slabs	None

Windows (largest)	U-Value: 0.25, SHGC: 0.22
Window / Wall Ratio	0.06
Window / Floor Ratio	0.07
Infiltration	0.3 CFM50 / s.f. Shell Area
Duct Lkg to Outside	Untested Forced Air
Total Duct Leakage	6 CFM25 / 100 ft ² (Post-Construction)

Mechanical Systems

Heating	Air Source Heat Pump • Electric • 8.5 HSPF2
Cooling	Air Source Heat Pump • Electric • 17 SEER2
Water Heating	Residential Water Heater • Electric • 0.93 UEF
Programmable Thermostat	Yes
Ventilation System	120 CFM • 40.9 Watts • Supply Only
Whole House Fan	N/A

Lights and Appliances

Percent Interior LED	100%	Clothes Dryer Fuel	Electric
Percent Exterior LED	100%	Clothes Dryer CEF	3.0
Refrigerator (kWh/yr)	400.0	Clothes Washer LER (kWh/yr)	400.0
Dishwasher Efficiency	270 kWh	Clothes Washer Capacity	3.0
Ceiling Fan (Watts)	37.5	Range/Oven Fuel	Electric

Home Energy Rating Certificate

Projected Report
Based on Plans

Rating Date: 2026-03-02

Registry ID:

Ekotrope ID: vyzbPy52

HERS® Index Score:

46

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

Annual Savings

\$1,333

*Relative to an average U.S. home

Home:

East Criser Road
Front Royal, VA 22630

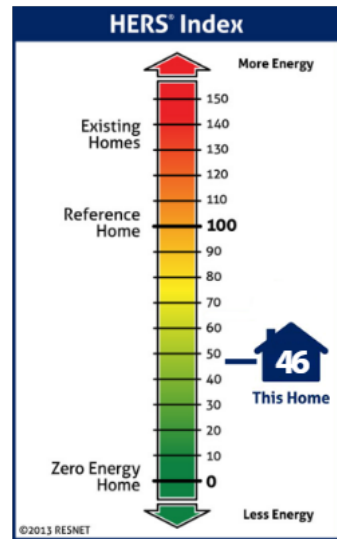
Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]	Annual Cost
Heating	6.6	\$231
Cooling	1.5	\$53
Hot Water	6.6	\$234
Lights/Appliances	12.8	\$457
Service Charges		\$198
Generation (e.g. Solar)	0.0	\$0
Total:	27.4	\$1,173

This home meets or exceeds the criteria of the following:

ENERGY STAR MF v1.2
ENERGY STAR MF v1.1
ENERGY STAR MF v1.0
2009 International Energy Conservation Code
2006 International Energy Conservation Code



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	2BR Top
Community:	N/A
Conditioned Floor Area:	1,032 ft ²
Number of Bedrooms:	2
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF2
Primary Cooling System:	Air Source Heat Pump • Electric • 17 SEER2
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	0.3 CFM50 / s.f. Shell Area (Adjusted Infiltration: 4.43 ACH50)
Ventilation:	120 CFM • 40.9 Watts • Supply Only
Duct Leakage to Outside:	Untested Forced Air
Above Grade Walls:	R-24
Ceiling:	Vented Attic, R-59
Window Type:	U-Value: 0.25, SHGC: 0.22
Foundation Walls:	N/A
Framed Floor:	R-13

Rating Completed by:

Energy Rater: Benoit Rivard
RESNET ID: 4443444

Rating Company: Southern Energy Management MES
5908 Triangle Drive

Rating Provider: Southern Energy Management
5908 Triangle Drive, Raleigh, NC 27617
919-836-0330

Benoit Rivard, Certified Energy Rater
Digitally signed: 3/4/26 at 9:59 AM



Energy savings calculated without modifications to the energy model. (As Modeled)

Ekotrope RATER - Version:5.2.2.3814

The Energy Rating Disclosure for this home is available from the Approved Rating Provider.

This report does not constitute any warranty or guarantee.

ENERGY STAR MF V1.2 Home Report

Property

East Criser Road
Front Royal, VA 22630
Model: 2BR Top

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_2BR Top

Builder

Harwood Place II Prelim Application

Mandatory Requirements

- ✓ Duct leakage at post construction better than or equal to applicable requirements.
- ✓ Rater has attested that building-level UA (rather than dwelling unit UA) demonstrates compliance with Section 3 of the MFNC National Rater Design Review Checklist. See supplemental documentation from Rater.
- ✓ Envelope insulation achieves RESNET Grade I installation, or uses exceptions in footnote 5.
- ✓ Total window thermal properties meet or exceed the applicable requirements
- ✓ Duct insulation meets the EPA minimum requirements of R-6.
- ✓ Mechanical ventilation system is installed in the home.
- ✓ Measured infiltration is better than or equal to applicable requirements.
- ✓ ENERGY STAR Checklists fully verified and complete.

ERI (HERS) Index Target

Reference Home ERI (HERS)	49
As Designed Home ERI (HERS)	46
As Designed Home ERI (HERS) w/o PV	46

Normalized, Modified End-Use Loads (MBtu / year)

	ENERGY STAR	As Designed
Heating	9.0	7.3
Cooling	3.3	2.2
Water Heating	4.6	5.8
Lights and Appliances	13.2	12.8
Total	30.0	28.2



This home **MEETS or EXCEEDS** the energy efficiency requirements for designation as an EPA ENERGY STAR Qualified Home under Version Multifamily V1.2

Pollution Prevented

Type of Emissions	Reduction
Carbon Dioxide (CO ₂) - tons/yr	0.1

Energy Cost Savings

	\$/yr
Heating	42
Cooling	30
Water Heating	-50
Lights & Appliances	10
Generation Savings	0
Total	33

The energy savings and pollution prevented are calculated by comparing the Rated Home to the ENERGY STAR Version Multifamily V1.2 Reference Home as defined in the ENERGY STAR Qualified Homes ERI (HERS) Target Procedure for National Program Requirements, Version Multifamily V1.2 promulgated by the Environmental Protection Agency (EPA). In accordance with the ANSI/RESNET/ICC 301 Standard, building inputs affecting setpoints infiltration rates, window shading and the existence of mechanical systems may have been changed prior to calculating loads

Building Specification Summary

Property

East Criser Road
Front Royal, VA 22630
Model: 2BR Top

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_2BR Top
Harwood Place II Prelim Application

Builder

Building Information

Conditioned Area [ft ²]	1,032.00
Conditioned Volume [ft ³]	8,256.00
Thermal Boundary Area [ft ²]	3,200.00
Number Of Bedrooms	2
Housing Type	Apartment, end unit

Rating

HERS ERI	46
HERS ERI w/o PV	46

Building Shell

Unconditioned Attic Ceiling	R-60 Attic Blown G1; U-0.017
Sealed Attic Ceiling	None
Vaulted Ceiling / Exposed Exterior	None
Above Grade Walls	R21+R3 Ci G1 16OC; U-0.047
Found. Walls	None
Framed Floors	None
Slabs	None

Windows (largest)	U-Value: 0.25, SHGC: 0.22
Window / Wall Ratio	0.06
Window / Floor Ratio	0.07
Infiltration	0.3 CFM50 / s.f. Shell Area
Duct Lkg to Outside	Untested Forced Air
Total Duct Leakage	6 CFM25 / 100 ft ² (Post-Construction)

Mechanical Systems

Heating	Air Source Heat Pump • Electric • 8.5 HSPF2
Cooling	Air Source Heat Pump • Electric • 17 SEER2
Water Heating	Residential Water Heater • Electric • 0.93 UEF
Programmable Thermostat	Yes
Ventilation System	120 CFM • 40.9 Watts • Supply Only
Whole House Fan	N/A

Lights and Appliances

Percent Interior LED	100%	Clothes Dryer Fuel	Electric
Percent Exterior LED	100%	Clothes Dryer CEF	3.0
Refrigerator (kWh/yr)	400.0	Clothes Washer LER (kWh/yr)	400.0
Dishwasher Efficiency	270 kWh	Clothes Washer Capacity	3.0
Ceiling Fan (Watts)	37.5	Range/Oven Fuel	Electric

Home Energy Rating Certificate

Projected Report
Based on Plans

Rating Date: 2026-03-02

Registry ID:

Ekotrope ID: vD7eq9jd

HERS® Index Score:

46

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

Annual Savings

\$1,517

*Relative to an average U.S. home

Home:

East Criser Road
Front Royal, VA 22630

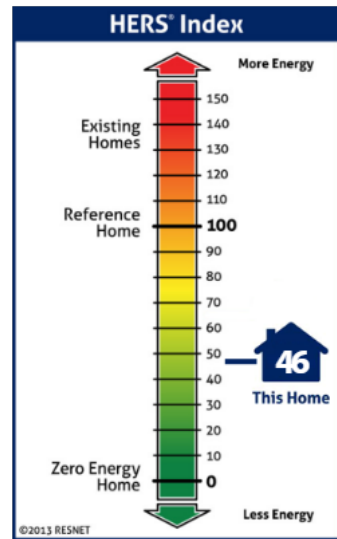
Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]	Annual Cost
Heating	7.0	\$245
Cooling	0.6	\$22
Hot Water	7.9	\$277
Lights/Appliances	15.4	\$544
Service Charges		\$198
Generation (e.g. Solar)	0.0	\$0
Total:	30.9	\$1,287

This home meets or exceeds the criteria of the following:

ENERGY STAR MF v1.2
ENERGY STAR MF v1.1
ENERGY STAR MF v1.0
2009 International Energy Conservation Code
2006 International Energy Conservation Code



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	3BR Ground
Community:	N/A
Conditioned Floor Area:	1,216 ft ²
Number of Bedrooms:	3
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF2
Primary Cooling System:	Air Source Heat Pump • Electric • 17 SEER2
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	0.3 CFM50 / s.f. Shell Area (Adjusted Infiltration: 4.02 ACH50)
Ventilation:	120 CFM • 40.9 Watts • Supply Only
Duct Leakage to Outside:	Untested Forced Air
Above Grade Walls:	R-24
Ceiling:	Adiabatic, R-11
Window Type:	U-Value: 0.25, SHGC: 0.22
Foundation Walls:	N/A
Framed Floor:	N/A

Rating Completed by:

Energy Rater: Benoit Rivard
RESNET ID: 4443444

Rating Company: Southern Energy Management MES
5908 Triangle Drive

Rating Provider: Southern Energy Management
5908 Triangle Drive, Raleigh, NC 27617
919-836-0330

Benoit Rivard, Certified Energy Rater
Digitally signed: 3/4/26 at 9:59 AM



Energy savings calculated without modifications to the energy model. (As Modeled)

Ekotrope RATER - Version:5.2.2.3814

The Energy Rating Disclosure for this home is available from the Approved Rating Provider.

This report does not constitute any warranty or guarantee.

ENERGY STAR MF V1.2 Home Report

Property

East Criser Road
Front Royal, VA 22630
Model: 3BR Ground

Organization

Southern Energy Managem
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_3BR Ground

Builder

Harwood Place II Preliminary Plans

Mandatory Requirements

- ✓ Duct leakage at post construction better than or equal to applicable requirements.
- ✓ Rater has attested that building-level UA (rather than dwelling unit UA) demonstrates compliance with Section 3 of the MFNC National Rater Design Review Checklist. See supplemental documentation from Rater.
- ✓ Envelope insulation achieves RESNET Grade I installation, or uses exceptions in footnote 5.
- ✓ Total window thermal properties meet or exceed the applicable requirements
- ✓ Duct insulation meets the EPA minimum requirements of R-6.
- ✓ Mechanical ventilation system is installed in the home.
- ✓ Measured infiltration is better than or equal to applicable requirements.
- ✓ ENERGY STAR Checklists fully verified and complete.

ERI (HERS) Index Target

Reference Home ERI (HERS)	50
As Designed Home ERI (HERS)	46
As Designed Home ERI (HERS) w/o PV	46

Normalized, Modified End-Use Loads (MBtu / year)

	ENERGY STAR	As Designed
Heating	11.3	8.4
Cooling	1.7	0.9
Water Heating	5.5	7.1
Lights and Appliances	16.2	15.4
Total	34.7	31.7



This home **MEETS** or **EXCEEDS** the energy efficiency requirements for designation as an EPA ENERGY STAR Qualified Home under Version Multifamily V1.2

Pollution Prevented

Type of Emissions	Reduction
Carbon Dioxide (CO ₂) - tons/yr	0.2

Energy Cost Savings

	\$/yr
Heating	87
Cooling	22
Water Heating	-62
Lights & Appliances	27
Generation Savings	0
Total	74

The energy savings and pollution prevented are calculated by comparing the Rated Home to the ENERGY STAR Version Multifamily V1.2 Reference Home as defined in the ENERGY STAR Qualified Homes ERI (HERS) Target Procedure for National Program Requirements, Version Multifamily V1.2 promulgated by the Environmental Protection Agency (EPA). In accordance with the ANSI/RESNET/ICC 301 Standard, building inputs affecting setpoints infiltration rates, window shading and the existence of mechanical systems may have been changed prior to calculating loads

Building Specification Summary

Property

East Criser Road
Front Royal, VA 22630
Model: 3BR Ground

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_3BR Ground
Harwood Place II Preliminary Plans

Builder

Building Information

Conditioned Area [ft ²]	1,216.00
Conditioned Volume [ft ³]	11,552.00
Thermal Boundary Area [ft ²]	3,971.00
Number Of Bedrooms	3
Housing Type	Apartment, end unit

Rating

HERS ERI	46
HERS ERI w/o PV	46

Building Shell

Unconditioned Attic Ceiling	None
Sealed Attic Ceiling	None
Vaulted Ceiling / Exposed Exterior	None
Above Grade Walls	R21+R3 Ci G1 16OC; U-0.047
Found. Walls	None
Framed Floors	None
Slabs	R10 Perimeter 24" Depth; R-10

Windows (largest)	U-Value: 0.25, SHGC: 0.22
Window / Wall Ratio	0.07
Window / Floor Ratio	0.07
Infiltration	0.3 CFM50 / s.f. Shell Area
Duct Lkg to Outside	Untested Forced Air
Total Duct Leakage	6 CFM25 / 100 ft ² (Post-Construction)

Mechanical Systems

Heating	Air Source Heat Pump • Electric • 8.5 HSPF2
Cooling	Air Source Heat Pump • Electric • 17 SEER2
Water Heating	Residential Water Heater • Electric • 0.93 UEF
Programmable Thermostat	Yes
Ventilation System	120 CFM • 40.9 Watts • Supply Only
Whole House Fan	N/A

Lights and Appliances

Percent Interior LED	100%	Clothes Dryer Fuel	Electric
Percent Exterior LED	100%	Clothes Dryer CEF	3.0
Refrigerator (kWh/yr)	400.0	Clothes Washer LER (kWh/yr)	400.0
Dishwasher Efficiency	270 kWh	Clothes Washer Capacity	3.0
Ceiling Fan (Watts)	37.5	Range/Oven Fuel	Electric

Home Energy Rating Certificate

Projected Report
Based on Plans

Rating Date: 2026-03-02

Registry ID:

Ekotrope ID: Lb9aW562

HERS® Index Score:

43

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

Annual Savings

\$1,608

*Relative to an average U.S. home

Home:

East Criser Road
Front Royal, VA 22630

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]	Annual Cost
Heating	5.6	\$197
Cooling	1.6	\$57
Hot Water	7.8	\$278
Lights/Appliances	14.7	\$521
Service Charges		\$198
Generation (e.g. Solar)	0.0	\$0
Total:	29.8	\$1,251

This home meets or exceeds the criteria of the following:

ENERGY STAR MF v1.2
ENERGY STAR MF v1.1
ENERGY STAR MF v1.0
2009 International Energy Conservation Code
2006 International Energy Conservation Code

Rating Completed by:

Energy Rater: Benoit Rivard

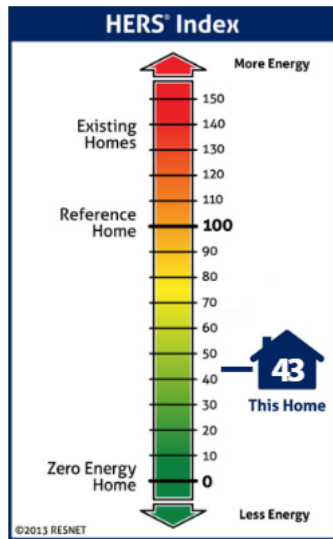
RESNET ID: 4443444

Rating Company: Southern Energy Management MES
5908 Triangle Drive

Rating Provider: Southern Energy Management
5908 Triangle Drive, Raleigh, NC 27617
919-836-0330



Benoit Rivard, Certified Energy Rater
Digitally signed: 3/4/26 at 9:59 AM



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	3BR Middle
Community:	N/A
Conditioned Floor Area:	1,216 ft ²
Number of Bedrooms:	3
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF2
Primary Cooling System:	Air Source Heat Pump • Electric • 17 SEER2
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	0.3 CFM50 / s.f. Shell Area (Adjusted Infiltration: 2.12 ACH50)
Ventilation:	120 CFM • 40.9 Watts • Supply Only
Duct Leakage to Outside:	Untested Forced Air
Above Grade Walls:	R-24
Ceiling:	Adiabatic, R-11
Window Type:	U-Value: 0.25, SHGC: 0.22
Foundation Walls:	N/A
Framed Floor:	R-19



Energy savings calculated without modifications to the energy model. (As Modeled)

Ekotrope RATER - Version:5.2.2.3814

The Energy Rating Disclosure for this home is available from the Approved Rating Provider.

This report does not constitute any warranty or guarantee.

ENERGY STAR MF V1.2 Home Report

Property

East Criser Road
Front Royal, VA 22630
Model: 3BR Middle

Organization

Southern Energy Managem
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_3BR Middle

Builder

Harwood Place II Preliminary Plans

Mandatory Requirements

- ✓ Duct leakage at post construction better than or equal to applicable requirements.
- ✓ Rater has attested that building-level UA (rather than dwelling unit UA) demonstrates compliance with Section 3 of the MFNC National Rater Design Review Checklist. See supplemental documentation from Rater.
- ✓ Envelope insulation achieves RESNET Grade I installation, or uses exceptions in footnote 5.
- ✓ Total window thermal properties meet or exceed the applicable requirements
- ✓ Duct insulation meets the EPA minimum requirements of R-6.
- ✓ Mechanical ventilation system is installed in the home.
- ✓ Measured infiltration is better than or equal to applicable requirements.
- ✓ ENERGY STAR Checklists fully verified and complete.

ERI (HERS) Index Target

Reference Home ERI (HERS)	46
As Designed Home ERI (HERS)	43
As Designed Home ERI (HERS) w/o PV	43

Normalized, Modified End-Use Loads (MBtu / year)

	ENERGY STAR	As Designed
Heating	8.1	6.1
Cooling	4.0	2.3
Water Heating	5.4	7.1
Lights and Appliances	15.3	14.9
Total	32.8	30.4



This home **MEETS** or **EXCEEDS** the energy efficiency requirements for designation as an EPA ENERGY STAR Qualified Home under Version Multifamily V1.2

Pollution Prevented

Type of Emissions	Reduction
Carbon Dioxide (CO ₂) - tons/yr	0.2

Energy Cost Savings

	\$/yr
Heating	69
Cooling	45
Water Heating	-65
Lights & Appliances	14
Generation Savings	0
Total	63

The energy savings and pollution prevented are calculated by comparing the Rated Home to the ENERGY STAR Version Multifamily V1.2 Reference Home as defined in the ENERGY STAR Qualified Homes ERI (HERS) Target Procedure for National Program Requirements, Version Multifamily V1.2 promulgated by the Environmental Protection Agency (EPA). In accordance with the ANSI/RESNET/ICC 301 Standard, building inputs affecting setpoints infiltration rates, window shading and the existence of mechanical systems may have been changed prior to calculating loads

Building Specification Summary

Property

East Criser Road
Front Royal, VA 22630
Model: 3BR Middle

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_3BR Middle
Harwood Place II Preliminary Plans

Builder

Building Information

Conditioned Area [ft ²]	1,216.00
Conditioned Volume [ft ³]	11,552.00
Thermal Boundary Area [ft ²]	3,971.00
Number Of Bedrooms	3
Housing Type	Apartment, end unit

Rating

HERS ERI	43
HERS ERI w/o PV	43

Building Shell

Unconditioned Attic Ceiling	None
Sealed Attic Ceiling	None
Vaulted Ceiling / Exposed Exterior	None
Above Grade Walls	R21+R3 Ci G1 16OC; U-0.047
Found. Walls	None
Framed Floors	None
Slabs	None

Windows (largest)	U-Value: 0.25, SHGC: 0.22
Window / Wall Ratio	0.07
Window / Floor Ratio	0.07
Infiltration	0.3 CFM50 / s.f. Shell Area
Duct Lkg to Outside	Untested Forced Air
Total Duct Leakage	6 CFM25 / 100 ft ² (Post-Construction)

Mechanical Systems

Heating	Air Source Heat Pump • Electric • 8.5 HSPF2
Cooling	Air Source Heat Pump • Electric • 17 SEER2
Water Heating	Residential Water Heater • Electric • 0.93 UEF
Programmable Thermostat	Yes
Ventilation System	120 CFM • 40.9 Watts • Supply Only
Whole House Fan	N/A

Lights and Appliances

Percent Interior LED	100%	Clothes Dryer Fuel	Electric
Percent Exterior LED	100%	Clothes Dryer CEF	3.0
Refrigerator (kWh/yr)	400.0	Clothes Washer LER (kWh/yr)	400.0
Dishwasher Efficiency	270 kWh	Clothes Washer Capacity	3.0
Ceiling Fan (Watts)	37.5	Range/Oven Fuel	Electric

Home Energy Rating Certificate

Projected Report
Based on Plans

Rating Date: 2026-03-02

Registry ID:

Ekotrope ID: 25JW14yL

HERS® Index Score:

46

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

Annual Savings

\$1,585

*Relative to an average U.S. home

Home:

East Criser Road
Front Royal, VA 22630

Builder:

Your Home's Estimated Energy Use:

	Use [MBtu]	Annual Cost
Heating	7.5	\$262
Cooling	1.8	\$64
Hot Water	7.8	\$277
Lights/Appliances	14.8	\$521
Service Charges		\$198
Generation (e.g. Solar)	0.0	\$0
Total:	31.9	\$1,322

This home meets or exceeds the criteria of the following:

ENERGY STAR MF v1.2
ENERGY STAR MF v1.1
ENERGY STAR MF v1.0
2009 International Energy Conservation Code
2006 International Energy Conservation Code

Rating Completed by:

Energy Rater: Benoit Rivard

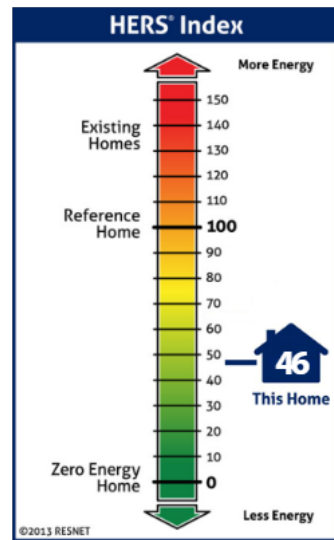
RESNET ID: 4443444

Rating Company: Southern Energy Management MES
5908 Triangle Drive

Rating Provider: Southern Energy Management
5908 Triangle Drive, Raleigh, NC 27617
919-836-0330



Benoit Rivard, Certified Energy Rater
Digitally signed: 3/4/26 at 9:59 AM



Home Feature Summary:

Home Type:	Apartment, end unit
Model:	3BR Top
Community:	N/A
Conditioned Floor Area:	1,216 ft ²
Number of Bedrooms:	3
Primary Heating System:	Air Source Heat Pump • Electric • 8.5 HSPF2
Primary Cooling System:	Air Source Heat Pump • Electric • 17 SEER2
Primary Water Heating:	Residential Water Heater • Electric • 0.93 UEF
House Tightness:	0.3 CFM50 / s.f. Shell Area (Adjusted Infiltration: 3.68 ACH50)
Ventilation:	120 CFM • 40.9 Watts • Supply Only
Duct Leakage to Outside:	Untested Forced Air
Above Grade Walls:	R-24
Ceiling:	Vented Attic, R-48
Window Type:	U-Value: 0.25, SHGC: 0.22
Foundation Walls:	N/A
Framed Floor:	R-19



Energy savings calculated without modifications to the energy model. (As Modeled)

Ekotrope RATER - Version:5.2.2.3814

The Energy Rating Disclosure for this home is available from the Approved Rating Provider.

This report does not constitute any warranty or guarantee.

ENERGY STAR MF V1.2 Home Report

Property

East Criser Road
Front Royal, VA 22630
Model: 3BR Top

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_3BR Top

Builder

Harwood Place II Preliminary Plans

Mandatory Requirements

- ✓ Duct leakage at post construction better than or equal to applicable requirements.
- ✓ Rater has attested that building-level UA (rather than dwelling unit UA) demonstrates compliance with Section 3 of the MFNC National Rater Design Review Checklist. See supplemental documentation from Rater.
- ✓ Envelope insulation achieves RESNET Grade I installation, or uses exceptions in footnote 5.
- ✓ Total window thermal properties meet or exceed the applicable requirements
- ✓ Duct insulation meets the EPA minimum requirements of R-6.
- ✓ Mechanical ventilation system is installed in the home.
- ✓ Measured infiltration is better than or equal to applicable requirements.
- ✓ ENERGY STAR Checklists fully verified and complete.

ERI (HERS) Index Target

Reference Home ERI (HERS)	48
As Designed Home ERI (HERS)	46
As Designed Home ERI (HERS) w/o PV	46

Normalized, Modified End-Use Loads (MBtu / year)

	ENERGY STAR	As Designed
Heating	9.7	8.4
Cooling	4.2	2.7
Water Heating	5.5	7.1
Lights and Appliances	15.3	14.8
Total	34.6	33.0



This home **MEETS or EXCEEDS** the energy efficiency requirements for designation as an EPA ENERGY STAR Qualified Home under Version Multifamily V1.2

Pollution Prevented

Type of Emissions	Reduction
Carbon Dioxide (CO ₂) - tons/yr	0.1

Energy Cost Savings

	\$/yr
Heating	33
Cooling	42
Water Heating	-64
Lights & Appliances	15
Generation Savings	0
Total	26

The energy savings and pollution prevented are calculated by comparing the Rated Home to the ENERGY STAR Version Multifamily V1.2 Reference Home as defined in the ENERGY STAR Qualified Homes ERI (HERS) Target Procedure for National Program Requirements, Version Multifamily V1.2 promulgated by the Environmental Protection Agency (EPA). In accordance with the ANSI/RESNET/ICC 301 Standard, building inputs affecting setpoints infiltration rates, window shading and the existence of mechanical systems may have been changed prior to calculating loads

Building Specification Summary

Property

East Criser Road
Front Royal, VA 22630
Model: 3BR Top

Organization

Southern Energy Management
Benoit Rivard
9196228441

Inspection Status

Results are projected

Harwood Place II_3BR Top

Builder

Harwood Place II Preliminary Plans

Building Information

Conditioned Area [ft ²]	1,216.00
Conditioned Volume [ft ³]	11,552.00
Thermal Boundary Area [ft ²]	3,728.00
Number Of Bedrooms	3
Housing Type	Apartment, end unit

Rating

HERS ERI	46
HERS ERI w/o PV	46

Building Shell

Unconditioned Attic Ceiling	R-49 Attic Blown G1; U-0.021
Sealed Attic Ceiling	None
Vaulted Ceiling / Exposed Exterior	None
Above Grade Walls	R21+R3 Ci G1 16OC; U-0.047
Found. Walls	None
Framed Floors	None
Slabs	None

Windows (largest)	U-Value: 0.25, SHGC: 0.22
Window / Wall Ratio	0.07
Window / Floor Ratio	0.07
Infiltration	0.3 CFM50 / s.f. Shell Area
Duct Lkg to Outside	Untested Forced Air
Total Duct Leakage	6 CFM25 / 100 ft ² (Post-Construction)

Mechanical Systems

Heating	Air Source Heat Pump • Electric • 8.5 HSPF2
Cooling	Air Source Heat Pump • Electric • 17 SEER2
Water Heating	Residential Water Heater • Electric • 0.93 UEF
Programmable Thermostat	Yes
Ventilation System	120 CFM • 40.9 Watts • Supply Only
Whole House Fan	N/A

Lights and Appliances

Percent Interior LED	100%	Clothes Dryer Fuel	Electric
Percent Exterior LED	100%	Clothes Dryer CEF	3.0
Refrigerator (kWh/yr)	400.0	Clothes Washer LER (kWh/yr)	400.0
Dishwasher Efficiency	270 kWh	Clothes Washer Capacity	3.0
Ceiling Fan (Watts)	37.5	Range/Oven Fuel	Electric

03/04/2026

Energy Model & Green Program Assumptions Disclosure

Southern Energy Management has built energy models for the following project:

- **Harwood Place II**

The energy models follow the *ANSI/RESNET/ICC 301-2022 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index*.

The inputs in the energy models that are used to demonstrate preliminary compliance with the Virginia QAP standards are based upon the minimum requirements for Energy Star, as well as the initial plans provided (if applicable) to Southern Energy Management. If plans were provided, they were assumed to be the latest version and a representation of what will be constructed on site.

Unless otherwise indicated, building envelope performance values are assumed to be code minimum for the applicable jurisdiction and are also subject to change after on-site testing is performed. Initial files sent to the project team may indicate a variation in unit square footage values than what is provided to SEM on the preliminary plans. This difference can be attributed to the differing protocols for measuring units between the architect and the residential modeler. If square footage below is the same as the values listed on the plans, note that once measured for the final energy model the square footage utilized may vary.

Southern Energy Management does not guarantee nor attest compliance with the applicable QAP requirements based on these preliminary models or plan set(s) as our review is based on ENERGY STAR for Multifamily New Construction V1.1 compliance and green program (NGBS) qualification. All inputs listed in the following Building File Reports are subject to change with any alterations or modifications in the construction documents plan set as well as differences observed during on-site inspections.

As Modeled Unit Type(s)*

**Plans used to generate these scores are preliminary and may not be representative of the final design.*

Number of Bedrooms	Square Footage	Average HERS
2 bedroom	1032	49

3 bedroom	1216	48
-----------	------	----

About Southern Energy Management

Southern Energy Management (SEM) is a HERS rater training provider that has been committed to improving the way people create, consume, and conserve energy since 2001. We are a team of over 200 building performance and solar experts who believe what you do is important, and how you do it matters just as much. SEM provides consultations, inspections, testing and third party verification for multifamily & commercial green building certification programs including (but not limited to): HERS Ratings, ENERGY STAR, National Green Building Standard, LEED, Green Globes, EarthCraft, Fitwel, etc.

<https://southern-energy.com/multifamily-energy-services/>



Harwood Place II Solar Feasibility

Date Submitted: Feb 5, 2026

* Proposal First Draft

Proposed Scope(s) of Work	Initial Solar Estimate
Project Location	Front Royal/ Warren Co, VA
Estimated kW	APPROX 5.6 kW
Estimated Cost	~\$35,500
Estimated Annual Output	6,400 kWh (site dependent)

SOUTHERN ENERGY MANAGEMENT

Please be advised:

1. The pricing provided is a budgetary estimate only and is not a binding price. Final system design, components, and costs are subject to change and will be determined upon entering a binding contract with Southern Energy Management. This estimate assumes standard roof conditions.
2. This estimate does not guarantee the awarding of QAP points, tax credits, or specific energy production targets, which could be subject to third-party verification and final architectural constraints.

Mickey Fanney

Solar Designer

919-441-9686

Mickey@southern-energy.com

Tab G:

Zoning Certification Letter (MANDATORY)

Zoning Certification

DATE: February 19, 2026

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

RE: ZONING CERTIFICATION

Name of Development: Harwood Place II
Name of Owner/Applicant: Harwood Place II VA LLC
Name of Seller/Current Owner: Boisseau Family LLC III (The)

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 to confirm proper zoning for the site of the Development. It is understood that this letter will be used by the Virginia Housing Development Authority solely to determine whether the Development qualifies for points available under VHDA's Qualified Allocation Plan for housing tax credit.

DEVELOPMENT DESCRIPTION:

Development Address:

TBD E Criser Road; Front Royal, VA 22630

Leal Description:

A part of approximately 11.5883 Acres of land identified as Tax Parcel 5A1 as shown on
"Boundary Line Adjustment between Tax Map 20118-5 Parcels 5A and 7" prepared by Brogan
Land Surveying, PLC dated July 19, 2023.

Proposed Improvements:

Construction

New Construction:	# Units	<u>41</u>	# Buildings	<u>1</u>	Total Floor Area	<u>59,803.08</u>
Adaptive Reuse	# Units	_____	# Buildings	_____	Total Floor Area	_____
Rehabilitation:	# Units	_____	# Buildings	_____	Total Floor Area	_____

Zoning Certification, cont'd

Current Zoning: C-1 allowing a density of _____ units per acre, and the following other applicable conditions: Community Business District, Special Use Permit (SUP) approved by Front Royal Town Council for apartment/multifamily use, total number of units, and building height.

Other Descriptive Information:

Max. Bldg. Height Req'd: (3 stories) Prov'd: (3 stories); Min. Front Yard Depth Req'd: 40 ft. Prov'd: at least 40 ft

Min. Width of Side Yards Req'd: 35 ft. Prov'd: at least 35 ft.; Min. Depth of Rear Yard Req'd: 40 ft. Prov'd: at least 40 ft

Min. Width of Lot Req'd: 125 ft. @ Setback Prov'd: at least 125 feet; Parking Req'd: 82 spaces (2 spaces per unit) Prov'd: 90 spaces

LOCAL CERTIFICATION:

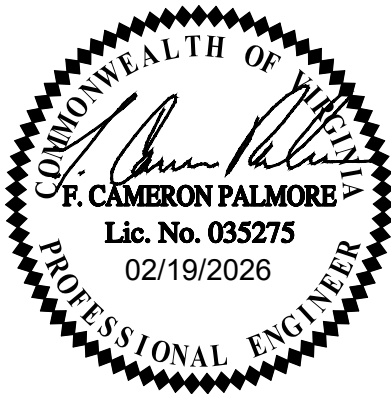
Check one of the following a appropriate:



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 approved for non-conforming use. To the best of my knowledge, there are no zoning violations outstanding on this property, and no further zoning approvals and/or special use permits are required.



Signature

Cameron Palmore

Printed Name

Civil Engineering Sector Leader

Title of Local Official or Civil Engineer

(804) 200-1929

Phone

February 19, 2026

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 contact the Tax Credit Allocation Department at

taxcreditapps@virginiahousing.com.

Tab H:

Attorney's Opinion (MANDATORY)

THE PRYZWANSKY LAW FIRM, P.A.

1130 SITUS COURT, SUITE 244
RALEIGH, NC 27606
919.828.8668 PHONE

DAVID T. PRYZWANSKY
DAVID@PRYZLAW.COM

Date March 12, 2026

To Virginia Housing
601 South Belvidere Street
Richmond, Virginia 23220

RE: 2026 9% Tax Credit Reservation Request (competitive 70% present value credits)

Name of Development: Harwood Place II

Name of Owner: Harwood Place II VA LLC

Dear Virginia Housing:

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 12, 2026 (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.
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. Based solely upon my review of (i) the Applicant's operating agreement; (ii) any certifications, resolutions, or consents provided to me by the Applicant; and (iii) such operating agreements, partnership agreements, bylaws, or other organizational documents of the Applicant's Principals which I deemed necessary to issue this Opinion (*none of which are attached to this Opinion*), the individuals identified on the list attached as Exhibit A are duly authorized to execute documents on behalf of the Applicant, to the best of my knowledge and belief.

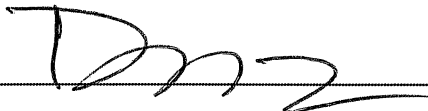
Finally, the undersigned is of the opinion that, if all information and representations contained in the Application and all current law were to remain unchanged, upon compliance by the Owner with the requirements of Code Section 42(h)(1)(E), the Owner would be eligible under the applicable provisions 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 ("Virginia Housing") to issue a reservation of Credits to the Owner. Accordingly, it may be relied upon only by Virginia Housing 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.

Firm Name The Pryzwansky Law Firm, P.A.

By _____



Its Attorney

Title

EXHIBIT A
TO
ATTORNEY'S OPINION LETTER

Based solely upon my review of (i) the Applicant's operating agreement; (ii) any certifications, resolutions, or consents provided to me by the Applicant; and (iii) such operating agreements, partnership agreements, bylaws, or other organizational documents of the Applicant's Principals which I deemed necessary to issue this Opinion (*none of which are attached to this Opinion or included within this Exhibit*), the individuals identified below are duly authorized to execute documents on behalf of the Applicant, to the best of my knowledge and belief.

	NAME	TITLE
1	Jennifer E.H. Surber	Managing Member of Surber Development and Consulting LLC, Managing Member of Harwood Place II MM LLC, Managing Member of Harwood Place II VA LLC ("Applicant")
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**Attorney Opinion
Black Line to Form**

Attorney's Opinion Letter

(This Form Must Be Included With Application)

This Opinion Must Be Submitted Under Law Firm's Letterhead - Any changes to the form of opinion other than filing in blanks or making the appropriate selections in bracketed language must be accompanied by a black-lined version indicating all additional changes to the opinion. Altered opinions will still be subject to acceptance by the Authority.

Date _____ (Must be on or after the application date below) March 12, 2026

To Virginia Housing
601 South Belvidere Street
Richmond, Virginia 23220

RE: 2026 9% Tax Credit Reservation Request (competitive 70% present value credits)

Name of Development: Harwood Place II _____

Name of Owner: Harwood Place II VA LLC _____

Dear Virginia Housing:

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 12, 2026 (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. ~~{Select One}~~

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.

OR

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~~Assuming that you designate the buildings in the Development as being in a difficult development area pursuant to Code Section 42(d)(5)(B)(v), 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. ~~[Select One]~~

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.

OR

~~The information set forth in the Unit Details section of the Application form as to proposed rents exceeds the Code rent restrictions; however, the Development will satisfy all applicable requirements of the Code and Regulations due to subsidies such that no tenant will pay rents in excess of what is dictated by the Code and Regulations.~~

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. Based solely upon my review of (i) the Applicant's ~~[operating agreement / partnership agreement]~~; (ii) any certifications, resolutions, or consents provided to me by the Applicant; and (iii) such operating agreements, partnership agreements, bylaws, or other organizational documents of the Applicant's Principals which I deemed necessary to issue this Opinion (*none of which are attached to this Opinion*), the individuals identified on the list attached as Exhibit A are duly authorized to execute documents on behalf of the Applicant, to the best of my knowledge and belief.

~~7. [Delete if inapplicable] 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.~~

~~8. [Delete if inapplicable] The nonprofit organizations' ownership interest in the development is as described in the Nonprofit Involvement section of the Application form.~~

~~9. [Delete if inapplicable] 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.~~

~~10. [Delete if inapplicable] 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.

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This opinion is rendered solely for the purpose of inducing the Virginia Housing Development Authority ("Virginia Housing") to issue a reservation of Credits to the Owner. Accordingly, it may be relied upon only by Virginia Housing 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.

Firm Name

The Pryzwansky Law Firm, P.A.

By _____

Its _____ Attorney
Title

EXHIBIT A
TO
ATTORNEY'S OPINION LETTER

Based solely upon my review of (i) the Applicant's ~~[operating agreement-/
partnership agreement]~~; (ii) any certifications, resolutions, or consents provided to me by the Applicant; and (iii) such operating agreements, partnership agreements, bylaws, or other organizational documents of the Applicant's Principals which I deemed necessary to issue this Opinion (*none of which are attached to this Opinion or included within this Exhibit*), the individuals identified below are duly authorized to execute documents on behalf of the Applicant, to the best of my knowledge and belief.

	NAME	TITLE
1	<u>Jennifer E.H. Surber</u>	<u>Managing Member of Harwood Place II MM LLC, Managing Member of Harwood Place II VA LLC ("Applicant")</u>
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Tab I:

Nonprofit Questionnaire (MANDATORY for points or pool)

NOTE: The following documents need not be submitted unless requested by Virginia Housing:

- Nonprofit Articles of Incorporation
- IRS Documentation of Nonprofit Status
- Joint Venture Agreement (if applicable)
- For-profit Consulting Agreement (if applicable)

NA

Tab J:

Relocation Plan and Unit Delivery Schedule

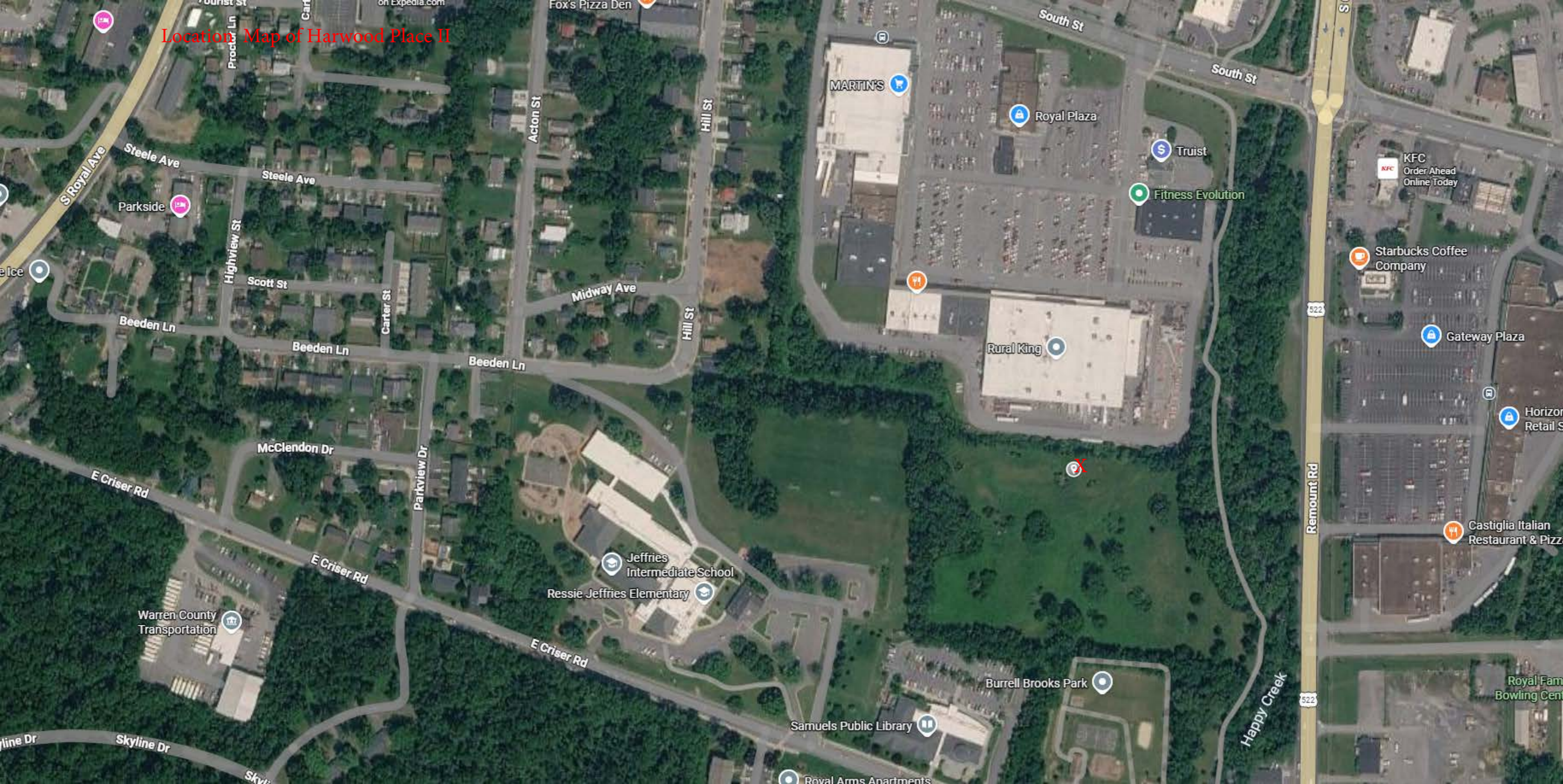
(MANDATORY-Rehab)

NA

Tab K:

Documentation of Development Location:

Location Map of Harwood Place II



Tab K.1

Revitalization Area Certification

VHDA Tracking Number: 2025-C-42
Development Name: Harwood Place
Development Jurisdiction: Town of Front Royal, VA
Name of Owner/ Applicant: Harwood Place, VA, LLC

A RESOLUTION BY THE FRONT ROYAL TOWN COUNCIL DESIGNATING A REVITALIZATION AREA FOR THE PURPOSES OF ENCOURAGING MIXED INCOME HOUSING DEVELOPMENT

WHEREAS, pursuant to Section 36-55.30:2.A of the Code of Virginia of 1950, as amended, the Front Royal Town Council ("Council") wishes to designate, as a Revitalization Area, an area of Town described as bounded by East Criser Road, South Street,

Romount Road and South Royal Avenue.

to include the area known as Warren County Tax Map Number 20A185 5A1 on which a multi-family apartment development known as Harwood Place proposes to locate ("Area"); and

WHEREAS, based on the evidence, Council has determined that the industrial, commercial, or other economic development of such area will benefit the Town but such Area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such Area; and

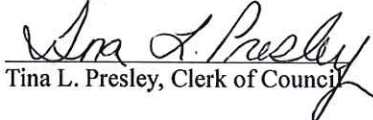
WHEREAS, based on the evidence, Council has determined that private enterprise and investment are not reasonably expected, without assistance to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such Area and will induce other persons and families to live within such Area and thereby create a desirable economic mix of residents in such Area.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Front Royal does designate the above-described area as a Revitalization Area, pursuant to Section 36-55.30:2.A of the Code of Virginia, to encourage economic development and the construction of decent, safe and sanitary housing that will meet the needs of low and moderate income persons and families in said Revitalization Area in the Town of Front Royal, Virginia.

APPROVED:


Lori A. Cockrell, Mayor

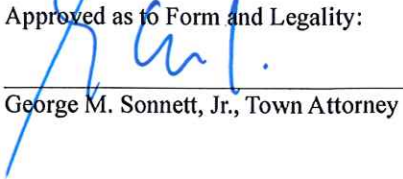
ATTEST:


Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Work Session of the Town of Front Royal, Virginia Town Council conducted on March 3, 2025, ~~2024~~ upon the following recorded vote:

R. Wayne Sealock	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent	H. Bruce Rappaport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Joshua L. Ingram	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Melissa DeDomenico-Payne	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Amber F. Veitenthal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Glenn A. Wood	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approved as to Form and Legality:


George M. Sonnett, Jr., Town Attorney

Dated: 03-05-2025



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram
Councilman H. Bruce Rappaport
Councilman Glenn E. Wood

ABSENT: Councilman R. Wayne Sealock

OTHERS PRESENT: Interim Town Manager BJ Wilson
Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Various members of the staff and public

ACTION ITEM - Request for a VHDA Revitalization Area Designation Resolution Received from Jen Surber of Surber Development and Consulting LLC on Behalf of Harwood Place Va, LLC for an Area of Town to Include the Property for the Proposed 90-unit Apartment Community off E Criser Road – Ms. Surber gave a presentation “*Harwood Place Apartments – A proposed development to be located on E. Criser Road, Front Royal, VA*”. She noted that some of the information was taken from the Town’s Comprehensive Plan including the Goal Statement and Household Size/Income and showed the LIHTC (Low-Income Housing Tax Credit) data for the proposed development from lowest to highest. She showed a graph that indicated housing in Front Royal by year built, noting renter-occupied versus owner-occupied was driven by preference; and, that 35% of residents’ income was used on rent. She advised there were fifteen objectives/strategies to assist with affordable housing in the community pointing out three: 1) implement and continue research on methods for increasing the amount of affordable workforce housing, 2) encourage energy efficient rental housing development (like the installation of solar) and 3) encourage construction of more affordable apartments. According to a survey, she advised that affordable housing in Front Royal ranked third with schools only after safety and Town services, and second only after broadband access for future development. Ms. Surber continued with two points for revitalization criteria showing the definition and explaining what it meant. Town Attorney George Sonnett advised that the intent of defining the revitalization area was included in the first sentence of the explanation “*The tract in question is part of the redevelopment of the East Criser Road to South Street area, from Remount Road to South Royal Avenue, a 1.8-mile area of Town...*” There was much discussion about how the area described had seen development and redevelopment since the 1960’s meeting the definition perfectly; and based on the data shown tonight the community needed it.

Councilman Wood moved seconded by Councilman Rappaport that Council approve, pursuant to Virginia Code §36-55.30:2, a Revitalization Area Designation Resolution for Harwood Place Va, LLC for an area of Town to include the property for the Proposed 90-unit Apartment Community off E. Criser Road, as presented.

Mr. Sonnett advised that the resolution included in the packet called for a description of the revitalization area and the sentence noted previously satisfied the intent. Councilman Ingram voiced concern that the public did not give their input on the designation of this area as a revitalization area. It was noted that the Comprehensive Plan referred to affordable housing and the public gave their input during the rewrite of the Comprehensive Plan.

Vote: Yes – Councilmembers Wood, Veitenthal, Rappaport, DeDomenico-Payne

No – Councilman Ingram

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL



NEW BUSINESS

A. Request for Revisions to Subdivision Development Plan for Happy Creek Knolls, Section 4, Lots 4, 5, 6, 29 & 30 by Maronda Homes, Inc. – Deputy Zoning Administrator/Town Planner I John Ware explained the Town Code Sections that related to this request, specifically sections 148-315 [Major Subdivision Submission Requirements and Review Procedures] and 148-860 [Environmental Improvements, specific to steep slopes]. He advised that originally the houses were to be split level homes with a steeper front yard and more level backyard; however, the plans for a different style of house changed with flat front yards and steeper back yards requiring the construction of retaining walls or submission of a Slope Stability Analysis. The applicant chose to submit a Slope Stability Analysis from their engineer Soil Consultants Engineers (SCE). The engineer reported, in their professional opinion, that the slopes were stable. Mr. Ware reviewed each lot depicting the grade of slope and location of a possible retaining wall. Council confirmed that the developer knew ahead of time what the expectations were as it related to the steep slopes noting that the Slope Stability Analysis was a cheaper option than constructing retaining walls and allowed by Town Code. Council voiced concern about drainage of water into residents' yards, houses and Town sidewalks. Mr. Ware explained and showed where the swales and ditches were located for runoff. Mr. Ware reminded Council that the request before them was to approve or deny the revision of the original plan noting that the Planning Commission and staff's recommendation was to deny. Council voiced concern about the Town's liability issue. Mr. Ware reiterated that the Slope Stability Analysis from their engineer advised that the soil was stable. He advised that their analysis was sent to a consultant who reported that the analysis was from the front part of the lots and stated that cut slopes typically failed as soils get saturated from the rain. There was continued discussion about the possibility of drainage issues in the future. Council agreed to add the March 24th Regular Council Meeting under Business Items.

B. Request for Final Subdivision Plat Approval for Major Subdivision by Ali Billoo from One 3.52 Acre Parcel into (8) Residential Lots, One Stormwater Management Lot & a Residue Lot at 336 W. Strasburg Road – Mr. Ware gave a brief overview of the request noting that the Planning Commission approved the preliminary plan and the next step was the site development plan that would include the stormwater management performed by DEQ. He advised that the development would not affect the resident's property who voiced concern of runoff at the February 24, 2025 Council meeting. Council agreed to add to the March 24th Regular Council Meeting under Business Items.

C. Request for Reimbursement of Special Use Permit (SUP) Application Fee from Warren Coalition – Mr. Ware gave a brief overview of the request and Mr. Sonnett read state law that enabled a donation from a local body to a non-profit organization. Council agreed to add the March 24th Regular Council Meeting under Consent Agenda Items.

D. Request for Curb/Gutter and Sidewalk Waiver for 1011 and 1013 Virginia Avenue by Aaron Hike – Mr. Ware explained that the request was for the waiver of curb, gutter and sidewalk and that the Town's 2026 paving plan had infrastructure work planned for this area of Virginia Avenue. Interim Town Manager BJ Wilson explained that the infrastructure work was planned to be budget for 2026 but that was yet to be determined as Council enters budget discussions. He explained the cash surety bond procedure as an option to the waiver. Council agreed to add to the March 24th Regular Council Meeting under Business Items.

CLOSED MEETING

Vice Mayor Veitenthal moved seconded by Councilman Wood that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1) *pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically the Town Manager Position and 2) pursuant to §2.2-3711(A)(3) of the Code of Virginia, discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property,*



Town Council Work Session Minutes of 3/03/25 - Page | 3

The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, more specifically, the sale of a vacated portion of Kibler Street abutting 219 E. 7th Street.

Vote: Yes – Councilmembers Wood, Veitenthal, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – Councilman Sealock
Abstain – N/A

ROLL CALL

Councilman Ingram moved seconded by Councilman Wood that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Vote: Yes – Councilmembers Wood, Veitenthal, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – Councilman Sealock
Abstain – N/A

ROLL CALL

Adjourned approximately 9:10pm.

Approved by Town Council

Date: 3/24/25

Community Revitalization Plan Form Letter
13 VAC 180-60(E)(2)(c)(6)

DATE: 2/3/2026

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

RE: Community Revitalization Plan Form

Name of Development: Harwood Place II

Name of Owner/Applicant: Harwood Place II VA LLC

Name of Seller/Current Owner: The Boisseau Family, LC III

DEVELOPMENT DESCRIPTION:

Development Address:

a part of 11.5883 acres of land identified as Tax Parcel 5A1 as shown on "Boundary Line Adjustment between Tax Map 20118-5 Parcels 5A and 7" prepared by Brogan Land Surveying, PLC dated July 19, 2023

(See attached revitalization resolution adopted by the Front Royal Town Council on March 3, 2025

for area bounded by East Criser Road, South Street, Remount Road and South Royal Avenue, which includes this site)

Proposed Improvements:

New Construction:	# Units	<u>41</u>	# Buildings	<u>1</u>	Total Floor Area	<u>59,803</u>
Adaptive Reuse	# Units	<u> </u>	# Buildings	<u> </u>	Total Floor Area	<u> </u>
Rehabilitation:	# Units	<u> </u>	# Buildings	<u> </u>	Total Floor Area	<u> </u>

The Owner/Applicant listed above has asked this office to complete this form letter regarding the proposed Development described herein. This form letter will be used by Virginia Housing Development Authority for the sole purpose of determining whether the Development qualifies for points available under Virginia Housing's Qualified Allocation Plan for housing tax credits.

Accordingly, as indicated by my signature below, it is my opinion that the Development described above, as proposed to be constructed or rehabilitated, will utilize new or existing housing that conforms with the community's revitalization plan.

Lauren Kopishke

Signature

Lauren Kopishke

Printed Name

Director of Planning & Zoning

Title

540-635-4234

Phone

02/03/2026

Date

NOTES TO LOCALITY:

1. Return this form letter to the Owner/Applicant 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 contact the Tax Credit Allocation Department at

taxcreditapps@virginiahousing.com.

Tab K.2

Surveyor's Certification of Proximity to
Public Transportation using Virginia
Housing template



Surveyor's Certification of Proximity to Transportation

General Instructions

1. This form must be included with the Application.
2. Any change in this form may result in a reduction of points under the scoring system.
3. If you have any questions, please contact the Tax Credit Allocation Department at taxcreditapps@virginiahousing.com.

Date: March 10, 2026

TO: Virginia Housing
 601 South Belvidere Street
 Richmond, Virginia 23220 2025 Tax Credit Reservation Request

Name of Development Harwood Place II

Name of Owner Harwood Place II VA LLC

RE: **Harwood Place II 2026 Tax Credit Reservation Request**

Ladies and Gentlemen:

This letter is submitted to you in support of the Owner's Application for Reservation of Low Income Housing Tax Credits under Section 42 of the Internal Revenue Code of 1986, as amended.

Based upon due investigation of the site and any other matters as it deemed necessary this firm certifies that: the main street boundary entrance to the property is within:

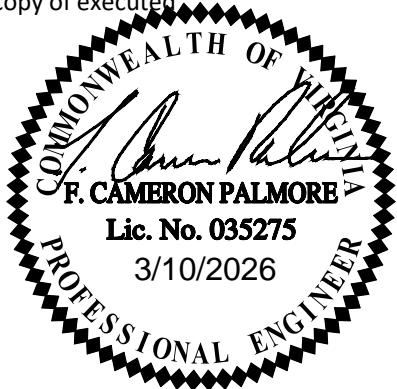
- 2,640 feet or 1/2 mile of the nearest access point to an existing commuter rail, light rail or subway station; OR
- 1,320 feet or 1/4 mile of the nearest access point to an existing public bus stop or a public bus stop to be built in accordance with existing proffers. If the public bus stop is proffered, include copy of executed proffers with this form.

Firm Name Koontz Bryant Johnson Williams, Inc.

By Cameron Palmore *[Signature]*

Its Civil Engineering Sector Leader

Title



The Virginia Housing Form of Surveyor's Certification of Proximity to Transportation has text next to the address that says "2025 Tax Credit Reservation Request". While it is likely that this text was carried over from last year's form, we chose not to delete it from the document because #2 in the General Instructions says that any changes to the form may result in a reduction of points.



Surveyor's Certification of Proximity to Transportation

General Instructions

1. This form must be included with the Application.
2. Any change in this form may result in a reduction of points under the scoring system.
3. If you have any questions, please contact the Tax Credit Allocation Department at taxcreditapps@virginiahousing.com.

Date: March 10, 2026

TO: Virginia Housing
601 South Belvidere Street
Richmond, Virginia 23220 **2025 Tax Credit Reservation Request**

Tab L:

PHA / Section 8 Notification Letter

PHA or Section 8 Notification Letter

Date: _____

To: _____

Re: Proposed Affordable Housing Development

Name of Development: _____

Name of Owner: _____

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 Virginia Housing. 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 _____ (date).

The following is a brief description of the proposed development:

Development Address: _____

Proposed improvements:

New Construction:	# Units	_____	# Buildings	_____
Adaptive Reuse	# Units	_____	# Buildings	_____
Rehabilitation:	# Units	_____	# Buildings	_____

Proposed Rents:

Efficiencies:	\$ _____ / month	
1 Bedroom Units:	\$ _____ / month	\$549-\$1,017
2 Bedroom Units:	\$ _____ / month	\$1,159-\$1,779
3 Bedroom Units:	\$ _____ / month	
4 Bedroom Units:	\$ _____ / month	

Other Descriptive Information:

Harwood Place II consists of the new construction of 41 units.

PHA or Section 8 Notification Letter

We Appreciate your assistance with identifying qualified tenants.

If you have any questions about the proposed development, please call me at 276-698-8760.

Please acknowledge receipt of this letter by signing below and returning it to me.

Sincerely yours.

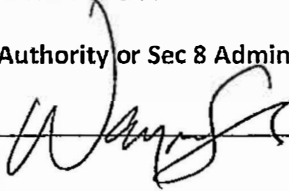


Name Jen Surber

Title Managing Member of Surber Development and Consulting LLC,
the Managing Member of Harwood Place II MM LLC, the Managing
Member of Harwood Place II VA LLC

To be completed by the Local Housing Authority or Sec 8 Administrator:

Seen and acknowledged by: _____



Printed Name: Wayne Bladen

Title: Housing Specialist

Phone: (540) 459-6226

Date: 2/23/26

Tab M:

Intentionally Blank

NA

Tab N:

Homeownership Plan

NA

Tab O:

Plan of Development Certification Letter

NA

Tab P:

Zero Energy or Passive House documentation for
prior allocation by this developer

NA

Tab Q:

Documentation of Rental Assistance, Tax Abatement
and/or existing RD or HUD Property

NA

Tab R:

Documentation of Utility Allowance calculation



Plummer Associates, Inc.
8911 N Capital of TX Hwy, Bldg 1 - Suite 1350
Austin, TX 78759

Surber Development and Consulting
120 Green Tree Circle
Bristol, VA 24201

March 6, 2026

RE: ENERGY CONSUMPTION MODELING - HARWOOD PLACE II

Dear Jen,

Plummer Associates, Inc. as the Engineer of Record for conducting the Utility Allowance Energy Consumption Model (ECM) for Harwood Place II, located at TBD E Criser Road, Front Royal, VA 22630, has completed the modeling process and provided all documentation for submission to the appropriate agency.

Utility Allowance Breakdown		
	2b - Apt	3b - Apt
Total ECM UA (\$/mo)	\$153	\$191

ENERGY CONSUMPTION MODEL METHODOLOGY

The energy estimating process includes calculations to determine approximate results and to conduct detailed analyses using appropriate computerized modeling software.

Energy estimates were performed in accordance with Section 1.42-10, Subsection E of the Utility Treasury Regulation. All specific factors related to water and energy consumption were identified and included in the model and are compliant with Subsection E.

Comfort heating and cooling calculations were conducted using degree day calculations and expected temperatures and occupancy schedules. Further detailed energy calculations will be accomplished using the Department of Energy (DOE) eQUEST modeling software.

Energy consumption associated with lighting was based on the wattages of installed fixtures (taken from the electrical plans for the complex) and hours of operation established by the Pacific Northwest 's Regional Technical Forum. For "plug-load" lighting, such as table and floor lamps, wattages and hours of operation are based upon the U.S. Department of Energy's 2010 U.S. Lighting Market Characterization.

Separate from clothes washer and dishwasher hot water consumption, energy consumption associated with water heating is based on the water utility allowance methodology and the existing fixture flow rates. For each type of end use, a percentage of the end use that is hot water is used to determine the actual energy requirement.

Energy consumption associated with appliances was calculated using manufacturer's specifications, property demographics and other approved usage patterns.

For miscellaneous energy loads, the energy analysis assumed a mix of electric appliances per unit (e.g., router/modem, cable box, coffee machine) and per tenant (e.g., rechargeable electronics). For laptops and desktop computers, the assumption is one for a 1 bedroom unit and two for every other type of unit. Estimates of energy consumption come from the American Council for an Energy Efficient Economy.

The Plummer team includes a group of highly skilled project managers, engineers and energy modelers. The significant expertise, experience and knowledge base of the team acquired by successfully conducting utility allowance modeling for a large number of properties across the United States will help them quickly determine the best and most cost-effective platform and methods required to achieve the best and most reliable results. A proven and collaborative process involving the modeling team and the developer will result in identification of the most important elements that will lead to decision making that will ultimately provide the greatest and most cost-effective results for both the tenants and the owner.

Sincerely,

Eddie Wilcut
Principal, Water & Energy Efficiency Practice Leader
Plummer Associates, Inc.



PLUMMER

Utility Allowance Energy Consumption Model Developed for: Surber Development and Consulting

Analysis Conducted by:
Eddie Wilcut, Principal, Water & Energy Efficiency Practice Leader
Plummer Associates, Inc.
8911 N Capital of TX Hwy, Bldg 1 - Suite 1350
Austin, TX 78759

I. PROPERTY INFORMATION

Property Name: Harwood Place II [VHDA State ID: 2026-C-57]
Property Address: TBD E Criser Road, Front Royal, VA 22630
Ownership: Surber Development and Consulting
Owner's Address: 120 Green Tree Circle, Bristol VA 24201
Point of Contact: Jen Surber

II. ENERGY CONSUMPTION MODEL

Section 1.42-10, Subsection E of the Utility Treasury Regulation lists the requirements for the Owner Utility Estimate. All specific factors related to water consumption have been identified and included in the model and are compliant with Subsection E as listed below.

© *Energy consumption model. A building owner may calculate utility estimates using an energy and water and sewage consumption and analysis model (energy consumption model). The energy consumption model must, at a minimum, take into account specific factors including, but not limited to, unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location. The utility consumption estimates must be calculated by either a properly licensed engineer or a qualified professional approved by the Agency that has jurisdiction over the building (together, qualified professional), and the qualified professional and the building owner must not be related within the meaning of section 267(b) or 707(b). Use of the energy consumption model is limited to the building's consumption data for the twelve-month period ending no earlier than 60 days prior to the beginning of the 90-day period under paragraph (c)(1) of this section, and utility rates used for the energy consumption model must be no older than the rates in place 60 days prior to the beginning of the 90-day period under paragraph (c)(1) of this section. In the case of newly constructed or renovated buildings with less than 12 months of consumption data, the qualified professional may use consumption data for the 12-month period of units of similar size and construction in the geographic area in which the building containing the units is located.*

III. QUALIFIED PROFESSIONALS

None of the qualified professionals listed below are related to the owners of the property within the meanings of Section 267(b) or 707(b) of the IRS regulations.

Plummer Associates, Inc. has more than 9 years conducting energy consumption modeling for Low Income Housing Tax Credit (LIHTC) properties and HUD regulated properties. To date, the Plummer team has successfully provided energy consumption models for more than 700 properties across 35 states. Plummer staff has a combined experience of more than 50 years in Program Development, Project Management, Program Management, Contract Administration, Scheduling, Facility Assessment, Programming, Cost Estimating, Energy and Water Conservation and Sustainability.

IV. PROPERTY SPECIFIC FACTORS

A. Property Description

Harwood Place II is a Multifamily residential property consisting of 41 units located in Front Royal, Virginia. The number of tenants per unit was calculated using specific property demographics. The following table (Table 1) illustrates number of units per configuration and the assumed average number of tenants per occupied unit.

Table 1 – Unit Information		
Unit Information	2b/1.5b	3b/2b
Number of Units / Configuration	18	23
Estimated Number of Tenants / Unit	2.60	3.60
Average Unit Area (sf)	950	1,125
Unit Type	Apt	Apt



B. Utility Rates

The calculated utility allowances are based on the applicable rates and fees according to the utility service providers listed in Table 2.

Table 2 – Applicable Utility Rates		
Applicable Utility Rates and Fees	2b/1.5b	3b/2b
Electric Service - Residential Rates		
Provider: Rappahannock Electric Coop		Rates Reviewed: March 4, 2026
Access Charge (Single-Phase) (\$/mo)	\$16.50	\$16.50
Distribution Delivery Charges		
Energy Delivery (< 300 kWh) (\$/kWh)	\$0.064500	\$0.064500
Energy Delivery (≥ 300 kWh) (\$/kWh)	\$0.044720	\$0.044720
Electricity Supply Service Charges		
Jun-Sept (< 800 kWh) (\$/kWh)	\$0.067770	\$0.067770
Jun-Sept (≥ 800 kWh) (\$/kWh)	\$0.097800	\$0.097800
Oct-May (all kWh) (\$/kWh)	\$0.067770	\$0.067770
Demand Response Rider (\$/kWh)	\$0.000031	\$0.000031
Power Cost Adjustment Rider (\$/kWh)	\$0.024450	\$0.024450
Residential Utility Tax		
Monthly Tax Rate (\$/mo)	\$0.00	\$0.00
Per kWh Tax Rate (\$/kWh)	\$0.030000	\$0.030000
Virginia Consumption Tax (\$/kWh)	\$0.001595	\$0.001595
Total Monthly Charge (\$/mo)	\$16.50	\$16.50
Blended Ave. Energy Charge (\$/kWh)	\$0.12579	\$0.12339
Total Charge (\$/kWh)	\$0.18186	\$0.17947
Total Tax - Residential	0.000%	0.000%
Water		
Provider: Town of Front Royal		Rates Reviewed: March 4, 2026
Base Rate (\$/mo)	\$0.25	\$0.25
Blended Rate (\$/kgal)	\$8.65	\$8.73
Total Monthly Water Charge (\$/mo)	\$0.25	\$0.25
Total Water Usage Charge (\$/kgal)	\$8.65	\$8.73
Total Water Tax (%)	\$0.00	\$0.00
Sewer		
Provider: Town of Front Royal		Rates Reviewed: March 4, 2026
Base Rate (\$/mo)	\$0.46	\$0.46
Blended Rate (\$/kgal)	\$15.75	\$15.90
Total Monthly Sewer Charge (\$/mo)	\$0.46	\$0.46
Total Sewer Usage Charge (\$/kgal)	\$15.75	\$15.90
Total Sewer Tax (%)	\$0.00	\$0.00
Total Water/Sewer Rates		
Total Monthly Charge (\$/mo)	\$0.72	\$0.72
Total Water/Sewer Charge (\$/kgal)	\$24.40	\$24.63

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C. Space Heating and Cooling

Space cooling calculations were completed using the eQuest modeling software, an industry-standard software product based on the DOE-2 energy modeling protocol. The energy models were built based on the square footage, percent glazed area, and construction materials taken directly from the property's architectural plans. The modeling approach ensured that model estimates of internal gains (from lighting, cooking, television, and other miscellaneous electric loads) aligned with those calculated below. For Harwood Place II, corner and interior units were modeled separately to consider different heat loss patterns for each type of unit, and then aggregated in proportion to the number of units of each type.

D. Clothes Washers & Dryers

Units at Harwood Place II are equipped with washer and dryer hookups; however, clothes washers and dryers are resident-supplied and may vary by unit. Because appliance models and efficiencies cannot be verified or controlled by property management, standardized baseline assumptions were used to estimate associated energy and water consumption.

For the purposes of this analysis, clothes washer and dryer performance values representative of residential appliances meeting current federal minimum efficiency standards were applied. The assumed clothes washer energy use is 0.59 kWh per load and dryer energy use is 2.05 kWh per load. The assumed washer capacity is 4.2 cubic feet with a water factor of 6.5. Water use per load is calculated by multiplying washer capacity by the water factor, resulting in an estimated 27.3 gallons per load.

Laundry frequency is estimated at 0.8 loads per person per week based on typical residential usage patterns. Based on these assumptions, water use associated with clothes washing is estimated to be 1,065 gallons per person per year, representing approximately 10.4% of total indoor water use.

E. Dishwashers

The dishwashers installed at the property are rated at 1.12 kWh per wash cycle. The annual energy use comes directly from the product Energy Guide and the number of wash cycles is estimated at 1.0 plus the number of bedrooms per week. The dishwasher energy calculations also include the production of the hot water used during the wash cycle. The dishwashers installed at the property are rated at 3.2 gallons per cycle and accounts for approximately 1.6% of all indoor water use.

F. Ranges

The estimated amount of energy used on an annual basis comes from the National Renewable Energy Laboratory's *Building America House Simulation Protocols*.

G. Microwave Ovens

Estimated kWh used per month is based on an average of 131 kWh per year for a three-person household, also from the National Renewable Energy Laboratory's *Building America House Simulation Protocols*. Energy consumption per unit is prorated based upon the number of bedrooms.

H. Water Heating

Energy consumption associated with electric water heating is based on the Water Utility Allowance methodology and the water use rates from fixtures and appliances. For each type of end use, a percentage of the end use that is hot water is used to determine the actual energy requirement.

I. Lighting

Energy consumption associated with lighting is based on the wattages of installed fixtures (taking from the electrical plans for the complex) and hours of operation established by the Pacific Northwest's Regional Technical Forum. For "plug-load" lighting, such as table and floor lamps, wattages and hours of operation are based upon the U.S. Department of Energy's *2010 U.S. Lighting Market Characterization*.

J. Television

Energy associated with television usage is based on 2.8 hours of television time per resident per day, from the U.S. Bureau of Labor and Statistics, and 100 Watts of power draw (which is the current industry average for LCD and LED televisions between 37" and 42" in size). The amount of total television time is increased incrementally by unit size.



K. Miscellaneous Energy Loads (MELs)

For miscellaneous energy loads, the energy analysis assumed a mix of electric appliances per unit (e.g., cable modem, vacuum cleaner) and per tenant (e.g., rechargeable electronics). All energy consumption estimates come from the American Council for an Energy Efficient Economy.

L. Toilets

All toilets are rated at 1.28 gallons per flush (gpf). Based on published end use studies and significant field experience, the average usage rate used for this analysis is five flushes per tenant per day. Water use associated with toilets is estimated to be 2,336 gallons per person per year and 22.8% of all indoor water use.

M. Showers and Baths

Showerheads have a listed flow rate of 1.25 gallons per minute (gpm). The average length of a shower is seven minutes. To account for baths, which are assumed to use approximately 25 gallons of water, the average minutes of shower time per person per day was adjusted upward to nine minutes. Water use associated with showers is estimated to be 4,106 gallons per person per year and 40.1% of all indoor water use.

N. Lavatory Faucets

The listed flow rate for lavatory faucets installed at the property is 1.00 gpm. The estimated usage per person per day is four minutes. Water use associated with lavatory faucets is estimated to be 1,460 gallons per person per year and 14.3% of all indoor water use.

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V. ENERGY/WATER BUDGET

The following table (Table 3) illustrates the average percentage of total consumption attributed to each of the identified residential end use categories for the property.

Table 3 – Average End Uses by Percent of Total & Utility Service		
	% of TOTAL	Average (Sum of All Unit Averages)
Electricity		
Space Heating	10.9%	54.8
Space Cooling	5.7%	28.7
Water Heating	32.6%	163.6
HP Supp	3.6%	17.9
Vent Fans	1.1%	5.6
Pumps & Aux	0.1%	0.5
Clothes Washer	1.2%	6.1
Clothes Dryer	4.2%	21.1
Refrigerator	10.8%	53.9
Dishwasher	3.4%	17.2
Range	7.7%	38.5
Microwave	1.7%	8.4
Lighting	2.2%	11.1
Television	2.9%	14.8
MELs	11.8%	59.1
TOTAL Electric End Use (kWh/mo)	100.0%	501.2
Water/Sewer		
Domestic / Toilet	22.8%	615.3
Domestic / Shower/Bath	40.1%	1,081.6
Domestic / Lavatory Faucet	14.2%	384.6
Domestic / Kitchen Faucet	10.7%	288.4
Appliance / Clothes Washer	10.4%	280.5
Appliance / Dishwasher	1.8%	49.4
TOTAL Water End Use (gal/mo)	100.0%	2,699.8

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VI. TOTAL ENERGY/WATER CONSUMPTION PER UNIT CONFIGURATION

The following table (Table 4) illustrates the breakdown of all energy and water use based on the specific unit configuration.

Table 4 – Breakdown of Monthly Consumption by Specific Unit Configuration & Utility Service		
	2b/1.5b	3b/2b
Electricity		
Space Heating	56.0	53.8
Space Cooling	22.8	33.2
Water Heating	134.7	186.2
HP Supp	17.9	17.9
Vent Fans	5.7	5.5
Pumps & Aux	0.7	0.3
Clothes Washer	5.0	6.9
Clothes Dryer	17.4	24.0
Refrigerator	53.9	53.9
Dishwasher	14.5	19.3
Range	34.7	41.6
Microwave	6.9	9.6
Lighting	10.1	11.9
Television	13.6	15.7
MELs	52.4	64.3
TOTAL Electric End Use (kWh/mo)	446.3	544.2
Water/Sewer		
Domestic / Toilet	506.1	700.8
Domestic / Shower/Bath	889.7	1,231.9
Domestic / Lavatory Faucet	316.3	438.0
Domestic / Kitchen Faucet	237.3	328.5
Appliance / Clothes Washer	230.7	319.4
Appliance / Dishwasher	41.6	55.5
TOTAL Water End Use (gal/mo)	2,221.7	3,074.1

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VII. RATE APPLICATION

The following table (Table 5) includes the rate application by specific end use for all unit types. The abovementioned rates, fees, and taxes were used in the calculations (See Table 2).

Table 5 – Rate Application By End Use & Unit Type & Utility Service		
	2b/1.5b	3b/2b
Electricity - Residential		
Space Heating	\$7.04	\$6.64
Space Cooling	\$2.87	\$4.10
Water Heating	\$16.94	\$22.97
HP Supp	\$2.25	\$2.21
Vent Fans	\$0.71	\$0.68
Pumps & Aux	\$0.09	\$0.04
Clothes Washer	\$0.63	\$0.85
Clothes Dryer	\$2.18	\$2.97
Refrigerator	\$6.78	\$6.65
Dishwasher	\$1.83	\$2.39
Range	\$4.36	\$5.13
Microwave	\$0.87	\$1.19
Lighting	\$1.27	\$1.47
Television	\$1.71	\$1.93
MELs	\$6.59	\$7.94
Electric Cost - End Uses	\$56.14	\$67.15
Access Charge (Single-Phase)	\$16.50	\$16.50
Demand Response Rider	\$0.01	\$0.02
Power Cost Adjustment Rider	\$10.91	\$13.31
Residential Utility Tax	\$0.00	\$0.00
Monthly Tax Rate	\$0.00	\$0.00
Per kWh Tax Rate	\$13.39	\$16.33
Virginia Consumption Tax	\$0.71	\$0.87
Total Tax - Residential	\$0.00	\$0.00
TOTAL Electric Cost - Residential	\$97.66	\$114.18
Water		
Domestic / Toilet	\$4.38	\$6.12
Domestic / Shower/Bath	\$7.69	\$10.75
Domestic / Lavatory Faucet	\$2.73	\$3.82
Domestic / Kitchen Faucet	\$2.05	\$2.87
Appliance / Clothes Washer	\$1.99	\$2.79
Appliance / Dishwasher	\$0.36	\$0.48
Water Cost - End Uses	\$19.21	\$26.83
Water - Base Rate	\$0.25	\$0.25
Water Tax	\$0.00	\$0.00
Total Water Cost (\$/mo)	\$19.46	\$27.08



PLUMMER

Sewer		
Domestic / Toilet	\$7.97	\$11.14
Domestic / Shower/Bath	\$14.02	\$19.59
Domestic / Lavatory Faucet	\$4.98	\$6.97
Domestic / Kitchen Faucet	\$3.74	\$5.22
Appliance / Clothes Washer	\$3.63	\$5.08
Appliance / Dishwasher	\$0.66	\$0.88
Sewer Cost - End Uses	\$35.00	\$48.88
Sewer - Base Rate	\$0.46	\$0.46
Sewer Tax	\$0.00	\$0.00
Total Sewer Cost (\$/mo)	\$35.46	\$49.35

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VIII. UTILITY ALLOWANCES

The following table shows what tenants pay for and the calculated average monthly utility bill.

Utility Allowance Breakdown			
	Tenant Pays	2b/1.5b	3b/2b
Heating (Electric Heat Pump)	Yes	\$9.30	\$8.85
Cooking (Electric Resistance)	Yes	\$4.36	\$5.13
Other Electric	Yes	\$64.19	\$73.13
Air Conditioning	Yes	\$2.87	\$4.10
Water Heating (Electric Resistance)	Yes	\$16.94	\$22.97
Water	Yes	\$19.46	\$27.08
Sewer	Yes	\$35.46	\$49.35
Trash	No	\$0.00	\$0.00
Monthly Electric Charge	Yes	\$0.00	\$0.00
Monthly Natural Gas Charge	No	\$0.00	\$0.00
Total ECM UA (\$/mo)		\$152.58	\$190.61

ECM UA Summary		
ECM Electric Cost (\$/mo)	\$97.66	\$114.18
ECM Water Cost (\$/mo)	\$19.46	\$27.08
ECM Sewer Cost (\$/mo)	\$35.46	\$49.35
TOTAL ECM Cost (\$/mo)	\$152.58	\$190.61

ECM UA Summary		
Total ECM UA (\$/mo)	\$153	\$191

END OF REPORT

Tab S:

Supportive House Mandatory
Certification and Documentation

NA

Tab T:

Funding Documentation

NA

Tab U:

Acknowledgement by Tenant of the availability of Renter
Education provided by Virginia Housing

Harwood Place II VA LLC

**Virginia Housing Free Housing
Education Acknowledgement**

I _____, have read, understand, and acknowledge, I have been presented information regarding the Virginia Housing free renter education to tenants.

I understand that it is my responsibility to review the website link provided here www.virginiahousing.com/renters.

By signing below, I acknowledge that I have read, and understand the terms of all items contained this form.

Resident Name: _____

Resident Signature: _____

Date: _____

Tab V:

Nonprofit or LHA Purchase Option or Right of First
Refusal

NA

Tab W:

Internet Safety Plan and Resident Information Form



WIRELESS ACCESS POLICY

Use of wireless devices and internet access are increasing as it provides a convenient mechanism for accessing resources. Along with this convenience is a need for management access, as the devices are natively less secure than a hardwired device. The following policy is being implemented to reduce risks related to wireless networks:

- Wireless networks shall be segmented between personnel, residents and guests.
- Wireless access points or routing devices are to be secured with lock access only accessible by the management agent.
- Logical and physical user access to wireless network devices shall be restricted to authorized personnel and residents only.
- The guest access point is to be used by all guests.
- All vendor default settings for wireless devices (e.g. passwords, wireless encryption keys) shall be changed prior to installing wireless equipment.
- Wireless security protocols shall be used that are of the highest encryption possible.
- Strong passwords shall be employed for all wireless SSID and changed on a periodic basis either through the protocol or across the enterprise
- User id will be issued to all users at that time of move in or hire date
- Passwords will expire every 90 days
- Passwords will need to include at least 1 uppercase letter, 1 lowercase letter, a number and special character.
- Passwords are not to be shared with guests, other residents or personnel.

The users of wireless access are responsible for protecting the information and/or devices:

- Devices should be equipped with firewalls and/or virus protection.
- Wireless networks transmitting sensitive information or connected to sensitive information environments recommend use of strong encryption for authentication and transmission.
- Inspections will be conducted semi-annually to assure wireless access points or routing devices are secure.

Residents, personnel or guests found in violation of policy may be subject to lease or employment termination.

1004 Bullard Court, Suite 106
Raleigh, North Carolina 27615



Internet Safety

Playing it safe while playing online



Hi there kids! I am Charlie Cardinal and this is Speedy the Crime Fighting Hamster. We are here to introduce you to the basics of Internet Safety and some of the villains you need to watch out for. There are some bad characters out there, so you have to protect

yourself. Your parents won't always be there to watch out for you, so stay sharp, learn all you can, and stay safe!



Privacy & Personal Information



Privacy is being able to keep things secret or hidden from others.

Personal Information is information about you or your family such as your address, a social security number, your parent's bank account, or how much money they have.

Criminals love to get people's personal information because they can pretend to be you, or use your money to buy things.

They can also make money off of your information by selling it to others. Companies or other criminals will use your info to send you junk mail or spam emails.

Criminals learning your address can be very bad. They may break in and steal from you. Protect your safety and your belongings, by keeping your information a secret.

These bad people may even use your personal information to trick someone else in your circle of friends and family. People sometimes tell criminals things that they shouldn't if they think that they are communicating with someone they know.



Think before you click



Do you know who sent that email?



Passwords

One of the most important things you need to learn is how to create strong passwords. A password is a code you type in to let the computer know it is really you.

Having an easy to guess password could allow someone to snoop around in your private information.

The way to make your password strong is to never use your name or your birthday. Use something hard to guess, but easy for you to remember. Make your password at least 8 characters long, and mixing numbers, symbols, and upper and lower case letters makes the password strong just like Speedy. Avoid using the same password over and over. That way if they do figure out your password, they only gain access to one account. And never leave your passwords written down where someone can find it.



A great tool online that creates kid friendly passwords is the website, www.dinopass.com

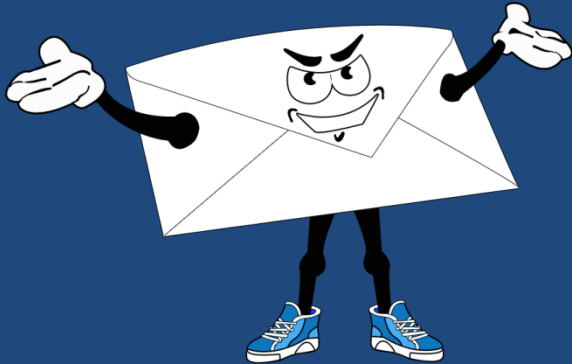
Spam



Spam is basically email that you receive from different companies or strangers that you did not sign up for. Most times it isn't from real companies and usually the sender is up to no good.

Spam emails can sometimes be a phishing scam. Phishing emails are emails that look like it is from some trusted source. A place like your bank, the IRS where taxes are collected, or some other business you shop with often. They make their email look like it is the real thing with logos, and they put links in the email baiting you to click them. Once you click the link, you could be launching a program that can damage your computer in some way or collect your personal information.

Spam emails can also use winning a sweepstakes or some other type prize to trick you into trusting the email source. After they hook you in, they inform you that to collect your prize, you must give them your credit card number.



How do you know it is spam?

Spam emails typically have a bunch of spelling and grammar errors or a mention of someone you don't know in the subject line. Don't Open It! Delete those emails right away.



Malware



Malware is a program written with the intent to harm your computer in some way.

Programs such as this, may be waiting for you to do something(a trigger), so that it can run. This could be the clicking of the link or opening an email attachment.

When searching for free downloads online, be very careful. There are a lot of sites out there trying to trick you. They will pay to make their site get returned at the top of the list of search results. Then when you access the page, they use blinking buttons to trick you to click. The result of clicking usually ends up being your computer loaded up with malware.

Once your machine is infected, it can change browser settings, create unusual popup ads on your computer and then pass the malware on to someone else.



Spyware is a program that gets onto your computer through a download or a virus and it gathers information about you and sends this back to its creator.

Some of the types of information spyware might send back to home base is email addresses of you or your contacts, passwords, account numbers, and credit card numbers.

Some spyware out there records how you use your computer and what you search for online.

Adware

Adware is software that you are allowed to use by the author because of the advertisements that pop up occasionally during the game. Many of these type games you will find in the form of apps on your phone or devices.

Through the addition of advertisements, the developer gains some income that may supplement a discount to the user, sometimes making the software free.

Often after using the product with the ads, a consumer will purchase the software to get rid of the ads.

<http://www.pctools.com/security-news/what-is-adware-and-spyware/>



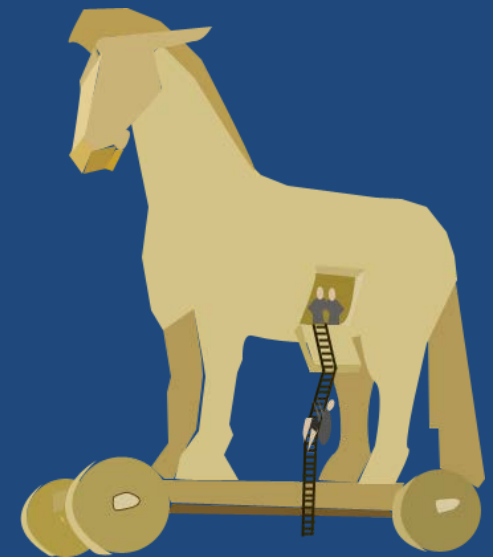
Trojan Horse

The name for the Trojan Horse virus was derived from tale of the Trojan Horse constructed by the Greeks to gain access to the city of Troy. The wooden horse was left at the gates as an offering to Athena. The horse was then wheeled into the city and out came Greek fighters hiding inside. <http://www.britannica.com/topic/Trojan-horse>

A Trojan horse virus is a form of malware that is dressed up as something interesting or software from a source we are familiar with. The purpose is to trick the person into installing it. This allows the creator of the Trojan to do damage to data or software on your computer. They also will set up a 'back door' or access point that allows them to access your system.

Trojan viruses don't spread by infecting other files and they cannot duplicate themselves.

<http://www.webopedia.com/DidYouKnow/Internet/virus.asp>



Worms

Worms are malware that can duplicate itself and spread to other computers. Worms always do something bad, even if it is just slowing things down.

Worms will frequently set up the ability for computers to be taken over by the worm's author by creating backdoors on the host computer. These computers are then called a "zombie computer". "Zombie computers" can be used to send out spam or as a shield to hide the web address of people who want to do bad things.

<http://www.webopedia.com/TERM/Z/zombie.html>





Virus

A virus is a small program that is created to spread from one computer to the next and to mess up the way your computer works.

Many times viruses hop from computer to computer via email attachments or messages. They can also hide in funny pictures(memes), e-cards, or other desirable file attachments. It can also be sent through an instant message.

A virus can corrupt your data, or worse, delete it. It can also email copies of itself to your friends.

Keeping your anti-virus software up to date is key to protecting against the latest viruses and other security threats.

<https://www.microsoft.com/security/pc-security/virus-whatis.aspx>

Social Media



Privacy settings on social media accounts are set up as public when you first get one. Unless you want everyone to be able to look at all of your photos and other private stuff, you must go into your account settings and change this.

Something to remember is whatever you post and say on your page can be shared by your friends. Think about what you post online, BEFORE you do it. What you post, could be seen by anyone at any time depending on your settings and the friends you keep. Because we can take pictures of our screens, there is really no setting that can protect you. Think twice about what you are sharing with others, so there are no regrets later.

Make sure you know the people that you accept friend requests from. Sometimes people try to friend you to hack your Facebook account or access your contacts. Once you are hacked they will send out strange messages or friend requests to your contacts. Protect your friends and yourself by being cautious with friends and creating strong passwords for your social media accounts.

Geotagging



Geotagging is the bit of data that your electronic device packages with your picture that has information about where the picture was taken. This is something that can be turned on and off in your device and typically comes turned on until you change the setting.

When your photo is geotagged, this gives people information about your location. Letting outsiders know where you are, can allow them to plan to steal your belongings or vandalize your home.

Consider if you post a photo every Wednesday in your outfit ready to walk to ball practice and geotagging is turned on. This shows you have a routine and gives a rough area you will be in. A predator could come and take you away.

Another issue with allowing the geotagging to occur is you don't have control of your own privacy. Everyone does not need to know where you are all of the time, keep this information private.

<http://www.nytimes.com/2010/08/13/technology/personaltech>



Be Careful of What You Say!



Defamation: Defamation is the blanket word used for all types of untrue statements made about others. [Definition of Defamation on Law.com](#)

Slander: When someone orally tells one or more people an untruth about someone, which will harm the reputation of the person it is about. It is not slander if the untruth is in writing of some sort or if it is broadcast through television or radio.

[Definition of Slander on Law.com](#)

Libel: This is where someone publishes to print(including pictures), written word, online posts, blogs, articles, or broadcast through radio, television, or film, an untruth about another which will do harm to the person's reputation. [Definition of Libel on Law.com](#)



Be Careful of What You Say!



Much of the things people post online may get ignored, and you may get lucky and avoid legal action. But, when someone gets angry and files a lawsuit it can cause a major headache and possibly hit you hard in the wallet.

You might think you should have a right to openly complain about a company and their bad service or lousy product. Well when it comes to this, it is not always that simple. You can get sued for this and even if the judge agrees with you, you still have to pay for a defense attorney. Think twice and make sure that whatever you have to say is worth any headache you may have pop up later.

<http://ideas.time.com/2013/01/07/yelp-reviewers-beware-you-can-get-sued/>

On social media, people get into the habit of letting their emotions get the better of them and they end up speaking their minds about others online. When that person feels that this damages their character, they may opt to sue the other person for defamation. Even if their case is not successful, the stress, money, and time that you spend defending yourself is not worth it. To read more about defamatory social media posts, [click here](#).

Stranger Danger Online



When you think of being on your computer or other electronic device in your own home, you probably think you are safe. Your mom is in the next room, what could happen?

Well there are people online that are up to no good. They go in chat rooms and pop up on your instant messenger, looking for someone to “groom”.

What is grooming you say? Well, grooming is when a stranger (can be any age) finds someone they are interested in, usually a minor. They act really nice and maybe they pretend they are much younger than they really are, like they are a kid just like you. Then they try to get you to like them and to trust them. They may ask you not to tell anyone you are talking to them. This is not okay and is a warning sign of a possible groomer.

How to Protect Yourself in Online Chats

- Choose chat sites designed for kids, such as www.kidzworld.com. Kidzworld is moderated and its aim is to protect kids from unwanted requests and online bullying.
- Beware of people you don't know. If they are asking too many questions or being too friendly they may be up to no good.
- If someone asks you to send them a picture or sends you a picture or video that is inappropriate, tell an adult or report them to the site moderators.
- Don't give out personal information to strangers online
- Don't tell strangers where you live or give them your telephone number
- Don't send strangers pictures of you or others
- If you are being bullied or threatened online, tell an adult or someone you trust





Cyberbullying

- Cyberbullying is the **willful and repeated harm** inflicted through the use of computers, cell phones, and other electronic devices.
- Using PhotoShop or other tools to create harassing images.
- Posting jokes about another person on the internet
- Using the internet to entice a group to physically harm another person.
- Making threats online using IM, email, social networking sites, or other electronic devices.



Consequences of Cyberbullying

Anything that you write, pictures that you post, or videos that you upload can be used by your school to suspend you.

College students have been removed from their athletic teams and lost college funding for writing negative comments about their coach.

When applying to colleges, they will search online to see what kind of person you are. They can deny you access if they don't like what they find.

When businesses are looking at people to hire for a job they will many times use social media to see what kind of person they are. Mean or inappropriate type posts can prevent you from getting the job you desire.

Cyberbullying can also be considered a crime and participating in this type of behavior can land you in big trouble.

Consequences of Cyberbullying

- § 18.2-152.7:1. Harassment by Computer; Penalty makes cyberbullying a crime.
- Carries a \$2500 fine and punishable by up to **12 months in prison.**

There are many websites designed to inform and decrease the number of bullying cases we see each year. The U.S. Department of Health and Human Services has created a website with lots of resources to help combat bullying of all kinds - www.stopbullying.gov

If you experience cyberbullying or witness it, tell someone such as a school counselor, teacher, or a parent.





The Effects of Cyberbullying

- Victims feel depressed, sad, angry, and frustrated.
- Victims become afraid and/or embarrassed to attend school.
- Can lead to low self-worth, family problems, academic problems, school violence, and bad behavior.
- Victims can also develop thoughts of killing themselves and possibly act on these feelings.
- There are no positive effects of cyberbullying, only pain and suffering for the victims.
- The affects of being bullied can affect the victim into adulthood and prevent them from being all they can be in the future.



Dealing with Cyberbullying

- Never do the same thing back, 2 wrongs don't make a right
- Tell them to stop
- Block their access to you
- Report it to the site you are on such as Facebook or Twitter
- NEVER pass along messages from cyberbullies, stop the spread of this behavior
- Set up privacy controls and keep the bully out of your friends list
- Don't be a cyberbully yourself
- If you witness someone getting bullied, tell someone so it can be stopped. Many times the person being bullied won't tell out of fear.
- Spread the word that bullying is not cool
- Don't laugh or encourage the bully, it is not funny and it can lead to major trouble for the person doing the bullying.



About Sexting



“Sexting” is when someone sends or receives sexually explicit or non-PG Rated pictures or video electronically, mainly via cell phones or tablets.

The numbers on how many teens say that they have sent/posted nude or semi-nude pictures or videos of themselves is upsetting.

20% of teens between 13 to 19 years of age have engaged in sexting.

22% of teen girls

18% of teen boys

11% of teen girls between 13 to 16 years of age have engaged in sexting.

Did you know that if you forward a picture of a sexual or nude photo of someone underage, you are as responsible for the image as the original sender?? You can be charged with a crime.

Many teens don't realize that if you send a picture of yourself that is inappropriate and that picture ends up online, it could be there forever. You can never fully delete things that end up on the web.



About Sexting



There is no age minimum that protects young people from getting charged with a sexual offense.

Something that you think is okay or just a joke, might land you in a ton of trouble. For example, you might take a picture of your friend naked to embarrass them, but if they are under the age of 18, this is considered production of child pornography.

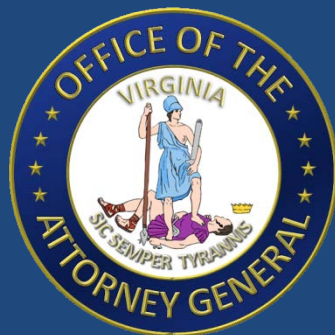
If you are sent something inappropriate, do not share it and don't delete it. Tell an adult immediately. You may feel like you are getting your friend into trouble, but you are protecting yourself and you are protecting them. They may not be thinking about the consequences or the effect this behavior can have on their future.

Anyone that gets convicted of a sex offense, will have to register as a sex offender. Sex offenders have to keep their address updated and keep a current photo with the police. The information goes on the sex offender registry where anyone can go and see your picture and where you live online.

REMEMBER: You can't control what other people do with your photos. Even if you think you are sending it to someone you can trust, they may end up surprising you. You can't trust anyone with something as private as that. Don't Do It!

Legal Consequences of Sexting

- The Virginia Department of Education has an excellent resource with real life examples of the consequences of sexting that can be found [here](#).
- The Attorney General's Virginia Rules website is designed to give Virginia Youth information on all the laws in the state. [Virginia Rules](#) has extensive information on sexting and other internet security risks.
- This article in The Virginian-Pilot tells a story of five Virginia teens getting charged with felonies for sexting and being in possession of sexually explicit photos of a minor, read more about it [here](#).



Information Provided By:
Office of the Attorney
General

202 North Ninth Street
Richmond, Virginia 23219

(804) 786-2071

www.ag.virginia.gov

Harwood Place II

INTERNET SECURITY PLAN

The internet service at Harwood Place II will have a rotating password that is only accessible to residents. The network router will be in a secure area to which tenants will not have access. The router will have a secure firewall to prevent data breaches.

At move-in, we will provide Tenants with the attached security and safety information and guidelines and will ask Tenants to sign an Acknowledgement of Responsibilities statement to ensure that they are educated in the internet safety and security guidelines.

Harwood Place II

Internet Guidelines Acknowledgement

I _____, have read, understand, acknowledge and agree to be bound by the recommendations, guidelines, terms, and conditions outlined in The Harwood Place II Apartments Internet Guidelines Manual (provided to Resident). The Internet Guideline Manual outlines and summarizes the proper use and safety guidelines when using the Internet Services provided at the Harwood Place II common areas.

I understand that the Internet Guideline Manual and handbook contains information that will assist me and my guests in the proper use of the internet made available by The Harwood Place II Apartments. I also understand that I will be held accountable for my behavior, as well as for my guests' behavior, and be subject to legal and/or financial consequences related to any misuses as outlined in the Internet Guideline Manual.

By signing below, I acknowledge that I have read, agree to, and understand the terms of all items contained in Harwood Place II's Internet Guideline Manual.

Resident Name: _____

Resident Signature: _____

Date: _____

Tab X:

Marketing Plan for units meeting accessibility
requirements of HUD section 504

Harwood Place II

Marketing Plan for Units Which Conform to Section 504 of the Rehabilitation Act

This Marketing Plan for Units Which Conform to Section 504 of the Rehabilitation Act (the “Marketing Plan”) has been designed to convey to current and potential residents with disabilities that H a r w o o d P l a c e I I will be a new rental housing experience, with a commitment to excellent management and resident service, as well as an expectation of resident responsibility. Therefore, the majority of this plan will address ways in which property management will endeavor to secure qualified tenants, ensure quality tenancy, and effective management and maintenance of the property.

The Management Agent will be responsible for the management of Harwood Place II. EXCEL Property Management, LLC, the Management Agent, will be responsible for all the traditional management functions, including rent collection, maintenance, record keeping, reports, development of budgets, and monitoring resident income qualifications. Additionally, EXCEL Property Management, LLC will be responsible for the development and management of community and resident services program.

I. Affirmative Marketing

EXCEL Property Management, LLC is pledged to the letter and the spirit of the U.S. policy of the achievement of equal housing opportunity throughout the Nation and will actively promote fair housing in the development and marketing of this project. EXCEL Property Management, LLC, its Officers, Directors and employees will not discriminate on the basis of race, creed, color, sex, religion, familial status, elderliness, disability or sexual orientation in its programs or housing. They will also comply with all provisions of the Fair Housing Act (42 U.S.C. 3600, et. Seq.).

Any employee who has discriminated in the acceptance of a resident will be subject to immediate dismissal. All persons who contact the office will be treated impartially and equally with the only qualification necessary for application acceptance being income and credit, and conformity with the requirements of the Section 8 Program and Tax Credit programs. All interested parties will be provided a copy of the apartment brochure/flyer. Any resident who has questions not answered by the housing staff will be referred to the Associate Director or the Executive Director of EXCEL Property Management, LLC.

II. Marketing and Outreach

Locating people with disabilities to occupy the units which conform to the requirements of Section 504 of the Rehabilitation Act will be accomplished as follows:

1. Networking

EXCEL Property Management, LLC will contact local centers for independent living, disability services boards and other service organizations via phone and printed communication. The contacts will include the following organizations:

- **Warren County Department of Social Services (540-635-3430)**
- **Northwestern Community Services Board (540-636-4250)**
- **Shenandoah County Department of Social Services (540-459-6226)**

Leasing Preference for Target Population Identified in MOU between the Authority and the Commonwealth

- **Unless prohibited by and applicable federal subsidy program.**
- **A “first preference” will be given for person in a target population identified in a memorandum of understanding between the Authority and one or more participating agencies of the Commonwealth.**
- **Will obtain tenant referrals from the Virginia Department of Medical Assistance Services (DMAS) or Virginia Department of Behavioral Health and Developmental Services (DBHDS) or any other agency approved by the Authority.**
- **Will Retain Tenant verification letter, Acknowledgment and Settlement Agreement Target Population Status**
- **Target Population units will be confirmed by VHDA.**

2. Internet Search

Harwood Place II will also be listed on the following websites:

www.virginiahousingsearch.com

www.hud.gov

www.craigslist.org

accessva.org

dbhds.virginia.gov

3. Print Media

Print media sources will also be identified in the Town of Front Royal area that cater to people with disabilities as well as the public at large. These sources may include, but are not limited to, rental magazines such as the *Apartment Shoppers Guide*, *Apartments For Rent*, local newspapers, etc. All advertising materials related to the project will contain the Equal Housing Opportunity logo, slogan or statement, in compliance with the Fair Housing Act, as well as the fact that units for people with disabilities are available.

4. 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 resident newsletter announcing the tenant referral program.

5. 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. The marketing will also emphasize the physical and administrative compliance with Americans with Disabilities Act.

These marketing materials include:

- **Brochures or news media coverage** –A simple, two color brochure may be produced at low cost which will effectively sell the apartments and community. A brochure will include a listing of features and amenities. News media may include the local newspaper and/or the local television station coverage.
- **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.
- **Resident Referral** - The least expensive form of advertising is through Resident Referrals. A flyer should be created and distributed to all residents. (\$50 - \$100 per referral, paid upon move in). In addition to being distributed to all residents, the referral flyer should be left in the

Management office and should be included in the move in packet. (People are most inclined to refer their friends in the first few weeks of their tenancy.) The flyers will be changed to reflect the season or any type of special referral program.

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. EXCEL Property Management, Inc. encourages and supports an affirmative marketing program in which there are no barriers to obtaining housing because of race, color, religion, national origin, sex, elderliness, marital status, personal appearance, sexual orientation, familial status, physical or mental disability, political affiliation, source of income, or place of residence or business.

Additionally, a public relations program will be instituted to create a strong relationship between management and local disability organizations, neighborhood civic organizations, city officials, and other sources of potential qualified residents still to be identified.

IV. Tenant Selection and Orientation

The first contact with the management operations is an important one in attracting qualified residents; therefore, the management/leasing offices should convey a sense of professionalism, efficiency, and cleanliness. The management/leasing office is designed to provide a professional leasing atmosphere, with space set aside specifically for applicant interviews and application assistance. The leasing interviews will be used to emphasize the respect afforded to the applicant and the responsibilities which the applicant will be expected to assume.

Times of Operation - the Management Office will be open Monday through Friday from 8:30 A.M. to 4:30 P.M. Applicants will be processed at the Management Office Tuesday, Wednesday and Thursday, in accordance with approved criteria. Move-in process and orientation to property - applicants meet with designated staff to discuss programs available on the property and will be supplied relevant information to assist them in their move.

Management staff will perform housekeeping/home visits, check previous landlord and personal references, perform criminal/sex offender and credit background checks and verify income for each application taken. Tenant Selection will include minimum income limits assigned by the Owner/HUD. New residents will be given an orientation to the property including a review of the rules and regulations, information on the area, proper use of appliances, move-out procedures, maintenance procedures, rent payment procedures, energy conservation, grievance procedures and a review of the Lease documents.

Tenant Selection Criteria

Tenant Selection will include maximum income limits under the Low-Income Tax Credit and Section 8 programs. Selection criteria will also include student status guidelines pursuant to the Low-Income Housing Tax Credit program.

Management will commit that no annual minimum income requirement that exceeds the greater of \$3,600 or 2.5 times the portion of rent to be paid by tenants receiving rental assistance

Application Processing

Application processing will be done at the Management Office by the housing staff who are well versed in Fair Credit Law. As stated before, the processing will include a review of housekeeping/home

visit, prior landlord references, personal references, criminal/sex offender and credit reporting and income verification. The housing staff will make further review for inaccuracies in the application. The annual income and family composition are the key factors for determining eligibility. However, the Housing Committee will also use the following criteria in selecting applicants for occupancy:

- Applicants must be individuals, not agencies or groups.
- Applicants must meet the current eligibility income limits for tax credits and any other program requirements.
- We will process the Rental Applications through a credit bureau to determine the credit worthiness of each applicant. If the score is below the threshold, and it has been determined that applicant has no bad credit *and* no negative rental history *and* no criminal history then the application can be conditionally approved after contacting the prior landlord. In these cases, the application must be reviewed by the Associate Director/ housing committee before final approval.

Note- If the applicant's denial is based upon a credit report, the applicant will be advised of the source of the credit report in accordance with the Federal Fair Reporting Act. Guidelines published by the Federal Trade Commission suggest that apartment managers fall under the provisions of the Act and are obligated to advise the person refused an apartment for credit reasons, the name and address of the credit reporting firm in writing. The credit report will not be shown to the applicant, nor will specific information be revealed.

- We will process the Rental Application through a credit bureau to determine any possible criminal conduct. Convictions will be considered, regardless of whether "adjudication" was withheld. A criminal background check will be used as part of the qualifying criteria. An applicant will automatically be denied if:
 - There is a conviction for the manufacture, sale, distribution, or possession with the intent to manufacture, sell or distribute a controlled substance within the past five years.
 - There is evidence in the criminal history that reveals that the applicant has developed a pattern of criminal behavior, and such behavior presents a real or potential threat to residents and/or property.
 - The application will be suspended if an applicant or member of the applicant's family has been arrested for a crime but has not yet been tried. The application will be reconsidered, within the above guidelines, after such legal proceedings have been concluded at applicants' request.
- Applicants must provide complete and accurate verification of all income of all family members. The household's annual income may not exceed the applicable limit and the household must meet the subsidy or assisted Income Limits as established for the area in which YOUR Apartments is located. The annual income is compared to the area's Income Limits to determine eligibility.
- Family composition must be compatible for units available on the property.
- Applicants must receive satisfactory referrals from all previous Landlords.
- Applicants must provide verification of full-time student status for all individuals listed on the application as full-time student for tax credit units.
- Applicants must not receive a poor credit rating from the Credit Bureau and other credit reporting agencies and must demonstrate an ability to pay rent on time.
- Applicants must provide a doctor's statement and/or other proof of any handicap or disability.

- Applicants must provide a birth certificate or other acceptable HUD approved form of documentation for all household members.
- Applicants must complete the Application for Lease and all verification forms truthfully.
- Applicants must provide all information required by current Federal regulations and policies.
- Applicants must have the demonstrated ability to maintain acceptable housekeeping standards.
- Applicants must meet current Federal program eligibility requirements for tax credits and any other programs.
- Preference will be given to those households whose family members are handicapped or disabled for housing in the units specifically designated for the handicapped or disabled.
- Applicants who meet the above criteria will be placed on a waiting list based on the date and time of their application. If an applicant turns down a unit for any reason, the applicant will be moved to the bottom of the waiting list. If the applicant turns down a unit for any reason a second time, the applicant will be removed from the waiting list.

B 60 Day-Hold Unit

Units must be held vacant for 60 days during which active marketing efforts must be documented. However, if marketing to the 50-point special needs unit is deemed to be conducted satisfactorily on an ongoing basis throughout the year and management can provide sufficient documentation to Virginia Housing's Compliance Officer, management may request the ability to lease 50-point units to a household not in the special needs population without the unit remaining vacant for the 60-day timeframe. "Ongoing basis" means contact to at least two (2) resources at least monthly in the manner noted below at any time the required number of units is not actually occupied by the special needs population.

Properties that fail to document ongoing active marketing to the marketing plan network contacts to lease vacant leasing preference units, may be cited with non-compliance, and may be required to hold unit(s) vacant for up to 60 days to actively market unfilled leasing preference units. Non-compliance with the marketing requirement is subject to a penalty point deduction in future funding requests with the Authority.

NOTE: The move of the temporary/non-disabled tenant will be paid for by the owner.

Tab Y:

Inducement Resolution for Tax Exempt Bonds

NA

Tab Z:

Documentation of team member's Diversity, Equity and Inclusion Designation or Veteran Owned Small Business certification

VSOB/SWAM CONTRACT CERTIFICATION
(TO BE PROVIDED AT TIME OF APPLICATION)

LIHTC Applicant Name Harwood Place II VA LLC

Name of VSOB or SWaM Service Provider Richard Boston Development, LLC

Part II, 13VAC10-180-60(E)(5)(e) of the Qualified Allocation Plan (the "QAP") 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, provides that an applicant may receive points toward its application for Credits for entering into at least one contract for services provided by a (i) a veteran-owned small business (VOSB) as certified by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration, or (ii) a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM Certification Program. Any applicant seeking points from Part II, 13VAC10-180-60(E)(5)(e) of the QAP must provide in its application this certification together with a copy of the service provider's VOSB certification or Commonwealth of Virginia's SWaM Program certification. The certification and information requested below will be used by the Authority in its evaluation of whether an applicant meets such requirements.

Complete a separate form for each VOSB or SWaM Service Provider. Note: Contracts used to claim points in Part II, 13VAC10-180-60(E)(5)(a) of the QAP may **not** also be used to claim points under 13VAC10-180-60(E)(5)(e).

INSTRUCTIONS:

Please complete all parts below. Omission of any information or failure to certify any of the information provided below may result in failure to receive points under Part II, 13VAC10-180-60(E)(5)(e) of the QAP.

1. The VOSB or SWaM Service Provider will provide the following services and roles eligible for points under the QAP:
 - consulting services to complete the LIHTC application;
 - ongoing development services through the placed in service date;
 - general contractor;
 - architect;
 - property manager;
 - accounting services; or
 - legal services.

2. Please describe in the space below the nature of the services contracted for with the VOSB or SWaM certified service provider listed above. Include in your answer the scope of services to be provided, when said services are anticipated to be rendered, and the length of the contract term.

Richard Boston Development, LLC is a VOSB certified business. The scope of services will be to review and provide feedback regarding the Tax Credit application, including the Excel workbook and all attachments including the market study and plans and specs. The length of the contract term is until the application is submitted on March 12, 2026.

3. Attach to this certification a copy of the service provider's current VOSB certification from the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or attach to this certification a copy of the service provider's current service-disabled veteran-owned certification from the Commonwealth of Virginia's SWAM Program.
4. The undersigned acknowledge by their signatures below that prior to the Authority's issuance of an 8609 to the applicant, the undersigned will be required to certify that the VOSB or SWaM service provider successfully rendered the services described above, that said services fall within the scope of services outlined within Part II, 13VAC10-180-60(E)(5)(e) of the QAP, and that the undersigned service provider is still a business certified as a VOSB by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or that the undersigned service provider is still a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM) Program.
5. The undersigned further acknowledge that no spousal relationship exists between any principal of the applicant and any principal of the undersigned service provider.

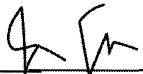
[Contract Certification and signatures appear on following page]

CONTRACT CERTIFICATION

The undersigned do hereby certify and acknowledge that they have entered into with each another at least one contract for services as described herein; that said services fall within the scope of services outlined within Part II, 13VAC10-180-60(E)(5)(e) of the QAP; that the undersigned service provider is a business certified as a VOSB by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or that the undersigned service provider is a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM) Program; that no spousal relationship exists between any principal of the applicant and any principal of the undersigned service provider; and that it is the current intention of the undersigned that the services be performed (i.e., the contract is *bona fide* and not entered into solely for the purpose of obtaining points under the QAP). The undersigned do hereby further certify that all information in this certification is true and complete to the best of their knowledge, that the Authority is relying upon this information for the purpose of allocating Credits, and that any false statements made herein may subject both the undersigned applicant and the undersigned service provider to disqualification from current and future awards of Credits in Virginia.

APPLICANT:

Harwood Place II VA LLC
Name of Applicant


Signature of Applicant

Jen Surber
Printed Name and Title of Authorized Signer

Managing Member of Surber Development and Consulting LLC, Managing Member of Harwood Place II MM LLC,
Managing Member of Harwood Place II VA LLC

VOSB OR SWAM CERTIFIED SERVICE PROVIDER:

Richard Boston Development, LLC
Name of VOSB or SWaM Certified Service Provider


Signature of VOSB SWaM Certified Service Provider

Richard Boston, Managing Member
Printed Name and Title of Authorized Signer



U.S Small Business
Administration

800-827-5722 | www.sba.gov
Office | 409 3rd St, SW. | Washington DC 20416

05/02/2025

Richard Boston

RICHARD BOSTON DEVELOPMENT LLC

2617 HIGH PLAINS DR FUQUAY

VARINA, NC 27526

Dear Richard Boston,

Congratulations! I am pleased to inform you that RICHARD BOSTON DEVELOPMENT LLC has been approved for the following U.S. Small Business Administration (SBA) certification(s):

- Veteran-Owned Small Business (VOSB)

RICHARD BOSTON DEVELOPMENT LLC is eligible for VOSB contracts and will be identified as a certified VOSB program participant in [DSBS](#) as of the date of this letter, **05/02/2025**.

To align with your existing certification, your effective date for recertification for all your SBA certifications is **05/02**. **Your first certification renewal will be due 5/2/2028.**

Responsibilities

The information below sets forth requirements related to your business' continued eligibility and its responsibilities as a certified program participant:

- **Reporting Changes:** You are required to notify SBA in writing of changes to your business that could affect its eligibility. Please refer to the attached supplemental pages for more details and examples.
- **System for Award Management ([SAM.gov](https://sam.gov)):** You must keep the business' SAM.gov profile records up-to-date and active for the business to receive benefits from our Programs (i.e., to be identified by contracting officers as eligible to be awarded small business set-aside contracts and to be paid under any such contracts). You must validate your business' SAM.gov information at least annually or your [SAM.gov](https://sam.gov) registration will become inactive. If you need assistance in updating the business' [SAM.gov](https://sam.gov), please go to the [SAM.gov](https://sam.gov) Help Desk at <https://fsd.gov/fsd-gov/home.do>.
- **SBA's Dynamic Small Business Search ([DSBS.gov](https://dsbs.gov)):** A DSBS profile is automatically created when your SAM.gov registration has been fully validated and activated by [SAM.gov](https://sam.gov). Currently, you are not able to access the DSBS Supplemental Pages directly from [SAM.gov](https://sam.gov). Once your profile is active you will be able to add supplemental information to enhance your DSBS profile. If you need assistance in accessing and updating the business's [DSBS.gov](https://dsbs.gov) profile, instruction can be found at the [DSBS Wiki](https://dsbs.gov/wiki) or please go to DSBS Support Portal at <https://sbaone.atlassian.net/servicedesk/customer/portal/8>.
- **Notices from SBA:** You are responsible for responding to notices from SBA, including but not limited to notices regarding certification renewals, eligibility reviews, protests, proposed decertification and termination actions, and recertification requirements. All SBA Programs send such notices to the business' email address listed in its MySBA Profile. If the business fails to respond to these notices, SBA will propose the business for decertification or termination and may subsequently decertify or terminate it from participation in SBA Programs. Therefore, it is critical that you keep the business' SAM.gov and MySBA profiles current, including listing an active email address for contacting the business, and check your email's SPAM folder to make sure that you are receiving emails from SBA.
- **Contracting Requirements:** You are required to comply with limitations on subcontracting requirements and nonmanufacturer rule when performing any small business set-aside contracts (see 13 CFR 125.6)

Resources and More Information

As a certified program participant, there are valuable free resources available to you, including:

- SBA Resource Partners: For general assistance on various topics, information on SBA programs, and upcoming small business events in your area. You can find your local resource partner by visiting: <https://www.sba.gov/tools/local-assistance>.
- The “Contract Opportunities” function in SAM.gov (<https://sam.gov/content/opportunities>) serves as a central listing for Federal procurement opportunities. Anyone interested in doing business with the government can use this system to search opportunities. In addition, the “Contract Data” function in SAM.gov (<https://sam.gov/content/contract-data>) is a database accessible to the public at no cost and you may use it to learn about contract awards to businesses in various socioeconomic categories.
- SBA’s Surety Bond Guarantee Program helps small businesses establish or increase bonding capacity. Bond guarantees increase eligibility for contracts up to \$10M. Go to <http://www.sba.gov/osg> to find an SBA authorized agent.
- APEX Accelerators are an official government contracting resource for small businesses. Find your local APEX Accelerator for free government expertise related to contract opportunities by visiting our website: <https://www.apexaccelerators.us>.

Downloading Certification Icons

As a certified business participating in the program(s), you may [visit SBA’s website](#) to download SBA-approved digital icons that indicate your certification status for use on your business’ website, business cards, social media profiles, and in your capability statements and proposal bids. However, you **cannot** use the digital icon to express or imply endorsement of any goods, services, entities, or individuals. Thus, the digital icon **cannot** be used on a company’s letterhead, marketing materials or advertising, paid or public service announcements, in traditional or digital format.

Misrepresentation

Any business found to have willfully misrepresented its certification status in obtaining an SBA program set-aside or sole source award may be subject to a range of civil and criminal penalties, treble damages under the False Claims Act, and/or suspension or debarment from federal contracting.

Next Steps

It is important that you review the attached supplemental pages carefully. These pages contain vital details about the program(s) you are now certified in, including period of eligibility, next steps, guidelines, and additional resources.

Our SBA team is here to support you and your business as you pursue new growth and build capacity. Please keep a copy of this letter to confirm RICHARD BOSTON DEVELOPMENT LLC's continued program eligibility. Wishing you much success!

Sincerely,

Brittany Sickler
Deputy Associate Administrator of Certification Programs
Office of Certifications and Eligibility



All SBA programs and services are extended to the public on a nondiscriminatory basis.

VSOB/SWAM CONTRACT CERTIFICATION
(TO BE PROVIDED AT TIME OF APPLICATION)

LIHTC Applicant Name Harwood Place II VA LLC

Name of VSOB or SWaM Service Provider Tim's Garage & Consulting, LLC

Part II, 13VAC10-180-60(E)(5)(e) of the Qualified Allocation Plan (the "QAP") 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, provides that an applicant may receive points toward its application for Credits for entering into at least one contract for services provided by a (i) a veteran-owned small business (VOSB) as certified by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration, or (ii) a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM Certification Program. Any applicant seeking points from Part II, 13VAC10-180-60(E)(5)(e) of the QAP must provide in its application this certification together with a copy of the service provider's VOSB certification or Commonwealth of Virginia's SWaM Program certification. The certification and information requested below will be used by the Authority in its evaluation of whether an applicant meets such requirements.

Complete a separate form for each VOSB or SWaM Service Provider. Note: Contracts used to claim points in Part II, 13VAC10-180-60(E)(5)(a) of the QAP may **not** also be used to claim points under 13VAC10-180-60(E)(5)(e).

INSTRUCTIONS:

Please complete all parts below. Omission of any information or failure to certify any of the information provided below may result in failure to receive points under Part II, 13VAC10-180-60(E)(5)(e) of the QAP.

1. The VOSB or SWaM Service Provider will provide the following services and roles eligible for points under the QAP:
 - consulting services to complete the LIHTC application;
 - ongoing development services through the placed in service date;
 - general contractor;
 - architect;
 - property manager;
 - accounting services; or
 - legal services.

2. Please describe in the space below the nature of the services contracted for with the VOSB or SWaM certified service provider listed above. Include in your answer the scope of services to be provided, when said services are anticipated to be rendered, and the length of the contract term.

Tim's Garage & Consulting, LLC is a VOSB certified business. The scope of services will be to consult with the owner entity representatives concerning matters pertaining to building size and type, local support, assembly of the Tax Credit Application for submission, including all relevant appendices, contracts, etc. The length of the contract term is until the application is submitted on March 12, 2026.

3. Attach to this certification a copy of the service provider's current VOSB certification from the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or attach to this certification a copy of the service provider's current service-disabled veteran-owned certification from the Commonwealth of Virginia's SWAM Program.
4. The undersigned acknowledge by their signatures below that prior to the Authority's issuance of an 8609 to the applicant, the undersigned will be required to certify that the VOSB or SWaM service provider successfully rendered the services described above, that said services fall within the scope of services outlined within Part II, 13VAC10-180-60(E)(5)(e) of the QAP, and that the undersigned service provider is still a business certified as a VOSB by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or that the undersigned service provider is still a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM) Program.
5. The undersigned further acknowledge that no spousal relationship exists between any principal of the applicant and any principal of the undersigned service provider.

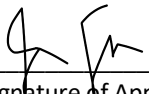
[Contract Certification and signatures appear on following page]

CONTRACT CERTIFICATION

The undersigned do hereby certify and acknowledge that they have entered into with each another at least one contract for services as described herein; that said services fall within the scope of services outlined within Part II, 13VAC10-180-60(E)(5)(e) of the QAP; that the undersigned service provider is a business certified as a VOSB by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or that the undersigned service provider is a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM) Program; that no spousal relationship exists between any principal of the applicant and any principal of the undersigned service provider; and that it is the current intention of the undersigned that the services be performed (i.e., the contract is *bona fide* and not entered into solely for the purpose of obtaining points under the QAP). The undersigned do hereby further certify that all information in this certification is true and complete to the best of their knowledge, that the Authority is relying upon this information for the purpose of allocating Credits, and that any false statements made herein may subject both the undersigned applicant and the undersigned service provider to disqualification from current and future awards of Credits in Virginia.

APPLICANT:

Harwood Place II VA LLC
Name of Applicant


Signature of Applicant

Jen Surber
Printed Name and Title of Authorized Signer

Managing Member of Surber Development and Consulting LLC, Managing Member of Harwood Place II MM LLC, Managing Member of Harwood Place II VA LLC

VOSB OR SWAM CERTIFIED SERVICE PROVIDER:

Tim's Garage & Consulting, LLC
Name of VOSB or SWaM Certified Service Provider


Signature of VOSB SWaM Certified Service Provider

Tim Farinholt, Founder
Printed Name and Title of Authorized Signer

12/04/2024

Timothy Farinholt
TIM'S GARAGE & CONSULTING, LLC
2308 PARK AVE RICHMOND, VA 23220

Dear Timothy Farinholt,

Congratulations! I am pleased to inform you that TIM'S GARAGE & CONSULTING, LLC has been approved for the following U.S. Small Business Administration (SBA) certification(s):

- Veteran-Owned Small Business (VOSB)

TIM'S GARAGE & CONSULTING, LLC is eligible for VOSB contracts and will be identified as a certified VOSB program participant in as of the date of this letter, **12/04/2024**.

To align with your existing certification, your effective date for recertification for all your SBA certifications is **12/04/2024**. **Your first certification renewal will be due 12/04/2027**.

Responsibilities

The information below sets forth requirements related to your business' continued eligibility and its responsibilities as a certified program participant:

- **Reporting Changes:** You are required to notify SBA in writing of changes to your business that could affect its eligibility. Please refer to the attached supplemental pages for more details and examples.
- **System for Award Management (SAM.gov):** You must keep the business' SAM.gov profile and DSBS records up-to-date in order for the business to receive benefits from our Programs (i.e., to be identified by contracting officers as eligible to be awarded small business set-aside contracts and to be paid under any such contracts). You must validate your business' SAM.gov information at least annually or your SAM.gov registration will become inactive. If you need assistance in updating the business' SAM.gov or DSBS information, please go to the SAM.gov Help Desk at <https://fsd.gov/fsd-gov/home.do>.
- **Notices from SBA:** You are responsible for responding to notices from SBA, including but not limited to notices regarding certification renewals, eligibility reviews, protests, proposed decertification and termination actions, and recertification requirements. All SBA Programs send such notices to the business' email address listed in its MySBA Profile. If the business fails to respond to these notices, SBA will propose the business for decertification or termination and may subsequently decertify or terminate it from participation in SBA Programs. Therefore, it is critical that you keep the business' SAM.gov and MySBA profiles current, including listing an active email address for contacting the business, and check your email's SPAM folder to make sure that you are receiving emails from SBA.

- **Contracting Requirements:** You are required to comply with limitations on subcontracting requirements and nonmanufacturer rule when performing any small business set-aside contracts (see 13 CFR 125.6)

Resources and More Information

As a certified program participant, there are valuable free resources available to you, including:

- SBA Resource Partners: For general assistance on various topics, information on SBA programs, and upcoming small business events in your area. You can find your local resource partner by visiting: <https://www.sba.gov/tools/local-assistance>.
- The “Contract Opportunities” function in SAM.gov (<https://sam.gov/content/opportunities>) serves as a central listing for Federal procurement opportunities. Anyone interested in doing business with the government can use this system to search opportunities. In addition, the “Contract Data” function in SAM.gov (<https://sam.gov/content/contract-data>) is a database accessible to the public at no cost and you may use it to learn about contract awards to businesses in various socioeconomic categories.
- SBA’s Surety Bond Guarantee Program helps small businesses establish or increase bonding capacity. Bond guarantees increase eligibility for contracts up to \$10M. Go to <http://www.sba.gov/osg> to find an SBA authorized agent.
- APEX Accelerators are an official government contracting resource for small businesses. Find your local APEX Accelerator for free government expertise related to contract opportunities.

Downloading Certification Icons

As a certified business participating in the program(s), you may [visit SBA’s website](#) to download SBA-approved digital icons that indicate your certification status for use on your business’ website, business cards, social media profiles, and in your capability statements and proposal bids. However, you **cannot** use the digital icon to express or imply endorsement of any goods, services, entities, or individuals. Thus, the digital icon **cannot** be used on a company’s letterhead, marketing materials or advertising, paid or public service announcements, in traditional or digital format.

Misrepresentation

Any business found to have willfully misrepresented its certification status in obtaining an SBA program set-aside or sole source award may be subject to a range of civil and criminal penalties, treble damages under the False Claims Act, and/or suspension or debarment from federal contracting.

Next Steps

It is important that you review the attached supplemental pages carefully. These pages contain vital details about the program(s) you are now certified in, including period of eligibility, next steps, guidelines, and additional resources.

Our SBA team is here to support you and your business as you pursue new growth and build capacity. Please keep a copy of this letter to confirm TIM'S GARAGE & CONSULTING, LLC's continued program eligibility. Wishing you much success!

Sincerely,

John Perkins
Government Contracting and Business Development
Office of Certifications and Eligibility

VSOB/SWAM CONTRACT CERTIFICATION
(TO BE PROVIDED AT TIME OF APPLICATION)

LIHTC Applicant Name Harwood Place II VA LLC

Name of VSOB or SWaM Service Provider Veteran Elevated Solutions LLC

Part II, 13VAC10-180-60(E)(5)(e) of the Qualified Allocation Plan (the "QAP") 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, provides that an applicant may receive points toward its application for Credits for entering into at least one contract for services provided by a (i) a veteran-owned small business (VOSB) as certified by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration, or (ii) a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM Certification Program. Any applicant seeking points from Part II, 13VAC10-180-60(E)(5)(e) of the QAP must provide in its application this certification together with a copy of the service provider's VOSB certification or Commonwealth of Virginia's SWaM Program certification. The certification and information requested below will be used by the Authority in its evaluation of whether an applicant meets such requirements.

Complete a separate form for each VOSB or SWaM Service Provider. Note: Contracts used to claim points in Part II, 13VAC10-180-60(E)(5)(a) of the QAP may **not** also be used to claim points under 13VAC10-180-60(E)(5)(e).

INSTRUCTIONS:

Please complete all parts below. Omission of any information or failure to certify any of the information provided below may result in failure to receive points under Part II, 13VAC10-180-60(E)(5)(e) of the QAP.

1. The VOSB or SWaM Service Provider will provide the following services and roles eligible for points under the QAP:
 - consulting services to complete the LIHTC application;
 - ongoing development services through the placed in service date;
 - general contractor;
 - architect;
 - property manager;
 - accounting services; or
 - legal services.

2. Please describe in the space below the nature of the services contracted for with the VOSB or SWaM certified service provider listed above. Include in your answer the scope of services to be provided, when said services are anticipated to be rendered, and the length of the contract term.

Veteran Elevated Solutions LLC is a joint venture with a majority ownership by Veteran Elevator LLC, an VOSB certified business. Per SBA guidelines, the VOSB status of the majority JV partner applies to the entire JV. The scope of services is to review the VHDA competitive LIHTC application/plans and specs. Said services are to be rendered prior to the application deadline of March 12, 2026. The length of the contract term is until the application is submitted on March 12, 2026.

3. Attach to this certification a copy of the service provider's current VOSB certification from the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or attach to this certification a copy of the service provider's current service-disabled veteran-owned certification from the Commonwealth of Virginia's SWAM Program.
4. The undersigned acknowledge by their signatures below that prior to the Authority's issuance of an 8609 to the applicant, the undersigned will be required to certify that the VOSB or SWaM service provider successfully rendered the services described above, that said services fall within the scope of services outlined within Part II, 13VAC10-180-60(E)(5)(e) of the QAP, and that the undersigned service provider is still a business certified as a VOSB by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or that the undersigned service provider is still a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM) Program.
5. The undersigned further acknowledge that no spousal relationship exists between any principal of the applicant and any principal of the undersigned service provider.

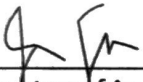
[Contract Certification and signatures appear on following page]

CONTRACT CERTIFICATION

The undersigned do hereby certify and acknowledge that they have entered into with each another at least one contract for services as described herein; that said services fall within the scope of services outlined within Part II, 13VAC10-180-60(E)(5)(e) of the QAP; that the undersigned service provider is a business certified as a VOSB by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration or that the undersigned service provider is a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM) Program; that no spousal relationship exists between any principal of the applicant and any principal of the undersigned service provider; and that it is the current intention of the undersigned that the services be performed (i.e., the contract is *bona fide* and not entered into solely for the purpose of obtaining points under the QAP). The undersigned do hereby further certify that all information in this certification is true and complete to the best of their knowledge, that the Authority is relying upon this information for the purpose of allocating Credits, and that any false statements made herein may subject both the undersigned applicant and the undersigned service provider to disqualification from current and future awards of Credits in Virginia.

APPLICANT:

Harwood Place II VA LLC
Name of Applicant


Signature of Applicant

Jen Surber
Printed Name and Title of Authorized Signer

Managing Member of Surber Development and Consulting LLC, Managing Member of Harwood Place II MM LLC, Managing Member of Harwood Place II VA LLC

VOSB OR SWAM CERTIFIED SERVICE PROVIDER:

Veteran Elevated Solutions LLC
Name of VOSB or SWaM Certified Service Provider


Signature of VOSB SWaM Certified Service Provider

Matt Martin Director
Printed Name and Title of Authorized Signer



U.S. Small Business
Administration

202-205-8800 | sba.gov
409 3rd St, SW, Washington DC 20416

May 23, 2023

VETERAN ELEVATOR LLC
SAM UEI: MDTSSKGFMYB9
2911 N 11TH ST
TACOMA, WA 98406

Dear VETERAN ELEVATOR LLC:

I am writing to inform you that VETERAN ELEVATOR LLC has been certified by the Veteran Small Business Certification Program (VetCert) at SBA. Your certification confirms your eligibility to compete for set-aside contracting opportunities, as well as other benefits, as a Service-Disabled Veteran-Owned Small Business (SDVOSB).

What you need to know:

- VETERAN ELEVATOR LLC is certified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) and publicly listed at veterans.certify.sba.gov.
- Your certification is valid for three (3) years from the date of this letter.
- You may visit [SBA's website to download SBA-approved digital icons](#) that indicate your certification status.
- SBA may conduct a program examination at your office or work site during your certification period to verify the accuracy of your certification.
- You may apply for recertification 120 days prior to your expiration date by logging in to your Veteran Small Business Certification profile.

What to do if your business changes:

You must inform SBA of any changes to the business that could affect its eligibility for the program, such as:

- a closure
- a change to the firm's ownership, business structure, or control
- filing of a bankruptcy
- a change in a Veteran-owner's active duty status

You can inform SBA of changes through the VetCert website at veterans.certify.sba.gov. Failure to report eligibility changes within 30 days of the change could result in:

- Civil and criminal penalties
- A referral to the Debarment and Suspension Committee
- Decertification and removal from the Veteran Small Business Certification Program

Please keep a copy of this letter to confirm VETERAN ELEVATOR LLC's continued program eligibility. Thank you for your service to our country and for continuing to serve the United States through small business ownership.

Sincerely,

John B. Perkins

John B. Perkins
Director Veteran Small Business Certification Program



All SBA programs and services are extended to the public on a nondiscriminatory basis.

Veteran Elevated Solutions LLC is a Mentor - Protege Joint Venture made up of Veteran Elevator LLC, an SDVOSB Certified company, and Elevated Technologies, a large business. We have provided UEI's for the JV and Both partners below:

Company	UEI
Veteran Elevated Solutions LLC JV	PPY1SMTWK2Z3
Veteran Elevator LLC	MDTSSKGFMYB9
Elevated Technologies	MYS9ZCJUSZ25

Please Note: As of 8/1/2025, Joint Venture status is no longer listed within DSBS. We have included a screenshot from the website and a link below for ease of reference. However, since the status of the protégé is what ultimately governs the Joint Venture's size and status, I have also included a screenshot of Veteran Elevator LLC's DSBS page below as proof of our SDVOSB certification.

<https://sbaone.atlassian.net/wiki/external/MzY1YTczZGM3NGM0NGNIZDg1Y2I2YTU1YTY1NTdiZTA>

Small Business Search Notifications

- The only legitimate SBA phone number related to Certifications is 1-866-443-4110. "Certify.us" is not affiliated with SBA. SBA will not demand documents or information by email related to this Small Business Search (SBS) website, including capability statements. SBA will not charge a cost for Small Business Search (SBS) content or prime management.
- Effective August 1, 2025, VOSB and SDVOSB joint venture designations will no longer be reflected in SBS. [Click here to learn more.](#)

Find the right small businesses **fast.**

Small businesses everywhere are seeking federal contracts.
Find the ones that meet your agency's needs right now.

Search by name, UEI, CAGE code, narrative, or keywords

Quick Search

VETERAN ELEVATOR LLC

February 24, 2026 2:23 PM EST

UEI: MDTSSKGFMYB9

CAGE code: 9KEB3

Current SBA certifications: VOSB SDVOSB

Export as .pdf

On this page

Profile overview

Organization & ownership

Certifications

NAICS codes

Service information

Performance history

Export information

Profile overview

This profile was last updated: 12/07/2025








SAM.gov registration status: Active

Capabilities narrative

Not Provided

Capabilities statement link

Not Provided

 Contact person JOSHUA LOMAX	Trade name ("Doing business as...") Not Provided
 Email address Joshua.Lomax@veteranelevator.com	Year established 2021
 Phone number 253-500-4939	County code (3 digits) 053
 Fax number Not Provided	Congressional district 06
 Address 2911 N 11TH ST, TACOMA, WASHINGTON 98406	Metropolitan statistical area 42660
 Website www.veteranelevator.com	
 Additional website Not Provided	

Organization & ownership

Entity structure

Sole Proprietorship

Current Principals

Not Provided

Business type & self-certifications

Small businesses attested to these ownership traits when registering with SAM.gov. These attestations are not vetted by SBA.

- Self-Certified Small Disadvantaged Business
- For Profit Organization
- Veteran-Owned Business
- Service-Disabled Veteran-Owned Business

Certifications

SBA certifications

Veteran-Owned Small Business (VOSB)

VOSB Certified

Entrance date: May 23, 2023

Exit date: November 23, 2027

Service-Disabled Veteran-Owned Small Business (SDVOSB)

SDVOSB Certified

Entrance date: May 23, 2023

Exit date: November 23, 2027

ELEVATED

— TECHNOLOGIES INC. —



Ms. Taylor Jansen

Government Proposal Manager

Cell: 616-446-6903


Email: TaylorJansen@ElevatedInc.Com

GSA Contract: 47QSHA19D005X

817 Ottawa Ave NW, Grand Rapids, MI 49503

Veteran-Owned Small Business Joint Ventures (VOSB JV) and Service-Disabled Veteran-Owned Joint Ventures (SDVOSB JV) Notice

By Savannah Million  Aug 04, 2025

 [Back to Small Business search help guide](#)

1. Why are VOSB and SDVOSB joint venture designations being removed from SBS?

After a careful review of updated regulations, SBA determined that joint venture designation in SBS is no longer a requirement for contract eligibility. Thus, the process for claiming a joint venture—a feature that was available in previous certification systems—was discontinued with the launch of the new MySBA Certifications platform. To eliminate confusion over joint venture status and ensure that all VOSB and SDVOSB joint ventures are competing on a level playing field, SBA has decided to remove the designations of existing joint ventures in SBS.

2. What will happen to my joint venture's SBS profile?

Your joint venture's SBS profile will remain active, so long as your joint venture continues to be recognized in SAM.gov as a small business. This will ensure that your joint venture appears in public searches and other market research. The only change will be to remove the VOSB Joint Venture and/or SDVOSB Joint Venture designation from the "SBA Certifications" section of your SBS profile.

Yes! According to [13 CFR 128.402\(a\)](#), to be eligible to submit an offer on a VOSB or SDVOSB contract,

1. The joint venture should be designated as a VOSB or SDVOSB joint venture in SAM with the VOSB or SDVOSB-certified joint venture partner identified, and
2. The VOSB or SDVOSB joint venture partner must be certified.

There is no regulatory requirement for the joint venture to be certified or designated by SBA. In fact, the regulation referenced above specifically states: “SBA does not certify VOSB or SDVOSB joint ventures...” Please review the regulation for additional eligibility criteria.

4. **What if the contracting officer has a question?**

Contracting officers are welcome to contact us at 866-443-4110 or certifications@sba.gov with any questions or concerns.



Tab AA:

Priority Letter from Rural Development

NA

TAB AB:

Social Disadvantage Certification or Veteran
Owned Small Business Certification

VOSB PRINCIPAL CERTIFICATION

Individual's Name Robert L. Osborne

LIHTC Applicant Name Harwood Place II VA LLC

Part II, 13VAC10-180-60(E)(5)(f), 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, provides that an applicant may receive thirty (30) points toward its application for Credits for demonstrating that at least one of its principals (i) is an individual or entity that is either a veteran-owned small business (VOSB) (as certified by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration) or a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM Certification Program; (ii) that said principal also has an ownership interest of at least 25% in the controlling general partner or managing member for the proposed development; and (iii) that no spousal relationship exists between said principal and any other principal having an ownership interest in the development who does not also possess a VOSB certification or service-disabled veteran-owned Virginia SWaM certification.

INSTRUCTIONS:

Please describe the ownership interest of the VOSB or service-disabled veteran-owned business in the general partner or managing member of the applicant for Credits (provide any supporting documentation necessary to verify said ownership interest, such as the organizational chart provided elsewhere in the application for Credits). Note that the ownership interest described in this section may not be the same interest used to obtain points for participation by a socially disadvantaged individual under 13VAC10-180-60(E)(5)(b) of the QAP (i.e., to claim points under both 13VAC10-180-60(E)(5)(b) and 13VAC10-180-60(E)(5)(f), the principal must have at least 50% ownership interest in the controlling general partner or managing member).

Omission of any information or failure to certify any of the information provided below may result in failure to receive points under Part II, 13VAC10-180-60(E)(5)(f) of the Plan. Though the information requested below is of a personal nature, please note that all information provided on this form shall be subject to the Virginia Freedom of Information Act, § 2.2-3700, et seq.

Description of Ownership Interest: [continued]

Robert L. Osborne owns 100% interest and is the sole Member of Osborne Development LLC. Osborne Development is VOSB certified. Osborne Development LLC has a 25% ownership interest in Harwood Place II MM LLC, the Managing Member of the ownership entity, Harwood Place II VA LLC as evidenced by the attached organizational chart. No spousal relationship exists between Osborne Development LLC and any other principal having ownership interest in the development.

[Application continues on following page]


CERTIFICATION OF ELIGIBILITY

I hereby certify the following:

- that the undersigned principal has an ownership interest of at least 25% in the controlling general partner or managing member for the proposed development, as required by the Plan;
- no spousal relationship exists between the undersigned principal and any other principal having an ownership interest in the development who is not also a veteran-owned small business (as certified by the U.S. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration) or a business certified as service-disabled veteran-owned through the Commonwealth of Virginia's SWaM Certification Program; and
- I hereby further certify that all information in this certification is true and complete to the best of my knowledge, that the Authority is relying upon this information for the purpose of allocating Credits, and that any false statements made herein may subject both the undersigned principal and the undersigned applicant to disqualification from current and future awards of Credits in Virginia.

APPLICANT:

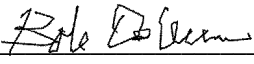
Harwood Place II VA LLC
Name of Applicant


Signature of Applicant

Jen Surber
Printed Name and Title of Authorized Signer

Managing Member of Surber Development and Consulting LLC, Managing Member of Harwood Place II MM LLC,
Managing Member of Harwood Place II VA LLC

PRINCIPAL:


Signature of Qualifying Principal

Robert L. Osborne, Managing Member of Osborne
Development LLC
Printed Name and Title of Qualifying Principal



U.S Small Business
Administration

800-827-5722 | www.sba.gov
Office | 409 3rd St, SW. | Washington DC 20416

04/30/2025

Bob Osborne
OSBORNE DEVELOPMENT LLC
150 LOCUST POINT RD SALTVILLE, VA 24370

Dear Bob Osborne,

Congratulations! I am pleased to inform you that OSBORNE DEVELOPMENT LLC has been approved for the following U.S. Small Business Administration (SBA) certification(s):

- Veteran-Owned Small Business (VOSB)

OSBORNE DEVELOPMENT LLC is eligible for VOSB contracts and will be identified as a certified VOSB program participant in [DSBS](#) as of the date of this letter, **04/30/2025**.

To align with your existing certification, your effective date for recertification for all your SBA certifications is **04/30**. **Your first certification renewal will be due 4/30/2028**.

Responsibilities

The information below sets forth requirements related to your business' continued eligibility and its responsibilities as a certified program participant:

- **Reporting Changes:** You are required to notify SBA in writing of changes to your business that could affect its eligibility. Please refer to the attached supplemental pages for more details and examples.
- **System for Award Management ([SAM.gov](#)):** You must keep the business' SAM.gov profile records up-to-date and active for the business to receive benefits from our Programs (i.e., to be identified by contracting officers as eligible to be awarded small business set-aside contracts and to be paid under any such contracts). You must validate your business' SAM.gov information at least annually or your [SAM.gov](#) registration will become inactive. If you need assistance in updating the business' [SAM.gov](#), please go to the [SAM.gov](#) Help Desk at <https://fsd.gov/fsd-gov/home.do>.

- **SBA's Dynamic Small Business Search (DSBS.gov):** A DSBS profile is automatically created when your SAM.gov registration has been fully validated and activated by [SAM.gov](https://sam.gov). Currently, you are not able to access the DSBS Supplemental Pages directly from [SAM.gov](https://sam.gov). Once your profile is active you will be able to add supplemental information to enhance your DSBS profile. If you need assistance in accessing and updating the business's [DSBS.gov](https://dsbs.gov) profile, instruction can be found at the [DSBS Wiki](https://dsbs.wiki) or please go to DSBS Support Portal at <https://sbaone.atlassian.net/servicedesk/customer/portal/8>.
- **Notices from SBA:** You are responsible for responding to notices from SBA, including but not limited to notices regarding certification renewals, eligibility reviews, protests, proposed decertification and termination actions, and recertification requirements. All SBA Programs send such notices to the business' email address listed in its MySBA Profile. If the business fails to respond to these notices, SBA will propose the business for decertification or termination and may subsequently decertify or terminate it from participation in SBA Programs. Therefore, it is critical that you keep the business' SAM.gov and MySBA profiles current, including listing an active email address for contacting the business, and check your email's SPAM folder to make sure that you are receiving emails from SBA.
- **Contracting Requirements:** You are required to comply with limitations on subcontracting requirements and nonmanufacturer rule when performing any small business set-aside contracts (see 13 CFR 125.6)

Resources and More Information

As a certified program participant, there are valuable free resources available to you, including:

- **SBA Resource Partners:** For general assistance on various topics, information on SBA programs, and upcoming small business events in your area. You can find your local resource partner by visiting: <https://www.sba.gov/tools/local-assistance>.
- The "Contract Opportunities" function in SAM.gov (<https://sam.gov/content/opportunities>) serves as a central listing for Federal procurement opportunities. Anyone interested in doing business with the government can use this system to search opportunities. In addition, the "Contract Data" function in SAM.gov (<https://sam.gov/content/contract-data>) is a database accessible to the public at no cost and you may use it to learn about contract awards to businesses in various socioeconomic categories.
- **SBA's Surety Bond Guarantee Program** helps small businesses establish or increase bonding capacity. Bond guarantees increase eligibility for contracts up to \$10M. Go to <http://www.sba.gov/osg> to find an SBA authorized agent.
- **APEX Accelerators** are an official government contracting resource for small businesses. Find your local APEX Accelerator for free government expertise related to contract opportunities by visiting our website: <https://www.apexaccelerators.us>.

Downloading Certification Icons

As a certified business participating in the program(s), you may [visit SBA's website](#) to download SBA-approved digital icons that indicate your certification status for use on your business' website, business cards, social media profiles, and in your capability statements and proposal bids. However, you **cannot** use the digital icon to express or imply endorsement of any goods, services, entities, or individuals. Thus, the digital icon **cannot** be used on a company's letterhead, marketing materials or advertising, paid or public service announcements, in traditional or digital format.

Misrepresentation

Any business found to have willfully misrepresented its certification status in obtaining an SBA program set-aside or sole source award may be subject to a range of civil and criminal penalties, treble damages under the False Claims Act, and/or suspension or debarment from federal contracting.

Next Steps

It is important that you review the attached supplemental pages carefully. These pages contain vital details about the program(s) you are now certified in, including period of eligibility, next steps, guidelines, and additional resources.

Our SBA team is here to support you and your business as you pursue new growth and build capacity. Please keep a copy of this letter to confirm OSBORNE DEVELOPMENT LLC's continued program eligibility. Wishing you much success!

Sincerely,

Brittany Sickler
Deputy Associate Administrator of Certification Programs
Office of Certifications and Eligibility



All SBA programs and services are extended to the public on a nondiscriminatory basis.

