ESDS v3.0 Final Report Instructions
Low Income Housing Tax Credit Program

The three tabs in the ESDS v3.0 Final Report spreadsheet are for New Construction and Rehab. The information you write in this spreadsheet (and any corresponding attachments) constitutes the Final Report for LIHTC projects that DO NOT contain Housing Trust Funds through the Department of Commerce. In order to successfully complete this form, you will need to refer directly to the Evergreen Sustainable Development Standard (ESDS) v3.0. This plan along with the Final Architect and Owner Certification will need to be submitted and approved prior to issuance of 8609s for the project. If your project contains both new construction and rehab, you must fill out two forms and achieve the required minimum points for both. If your project contains multiple sites, you must submit this form and achieve the required minimum points for each site.

Points
1. Moderate and substantial rehabilitation projects must comply with all mandatory criteria within the project's scope of work and achieve 40 optional points.
2. New construction projects must comply with all mandatory criteria and achieve 50 optional points.
3. Specify the number of points claimed. Indicate with an **M** which mandatory criteria apply to your project in the "Points" column. Enter **N/A** if the criterion does not apply to your project.
4. Except in criteria where there is a range of points offered, there is no graduated point allowance.

Method Satisfied
1. Briefly describe how the project met the requirements. Avoid lengthy narrative even though the box will expand.
2. State where in the project documents that substantiation may be found.

Instructions
1. The instructions (column C on the Final Report) outline what is needed from each criterion in order to complete the requirements.
2. When the instructions start with the work "State," describe briefly how the project has met the requirements of the criterion. No separate attachments are needed.
3. When the instructions start with the word "Attach," a separate attachment is required to meet the requirement.
4. "Project documents" means project manual, specifications, drawings, contractor submittals and/or project files.
5. Project documents must be available for inspection by WSHFC upon request. Please do **not** submit these with the Implementation Plan
6. New Resident Orientation will be verified by a WSHFC Portfolio Analyst at the beginning of operations.