The MHDC Online Application will be used by developers who wish to request funding from MHDC for rental production properties. While the applicant has the ability to jump from page to page, the application is easiest to complete if the applicant begins at the General Information page and works their way through the application a page at a time. If this isn’t done, keep in mind that there may be areas within certain pages that rely upon previous pages having been completed that will not be populated either completely or correctly.

As you complete the application there are a few items to keep in mind to make completion easier. Use the Tab key to go from field to field or place the cursor over the field needing completed. The application does not allow the user to advance from field to field by using the Enter key. Also, for date fields do not use N/A or any other type of entry except dates. Remember the user must click Save before exiting a page to have the data saved. There will be no warning that the user is about to leave the page without saving. If you leave the page without saving, all data entered on that page since the last Save will be lost.

The pages are divided into two categories: Primary Pages and Secondary Pages. There is no significance between the two unless the applicant develops multi Snapshots. Please refer to the Snapshot section of this reference guide for further detail.

If you have questions while completing the Online Application, feel free to contact Gus Metz at 816.759.6878 or gmetz@mhdc.com or Duane Buscher at 816-759-6862 or dbuscher@mhdc.com.

**General Information**

Date: Will be blank when completing. Will automatically default to the date application is successfully submitted.

MHDC Application Number: Will automatically default using MHDC numbering system.

Address: This should be the address of the project. If the project has more than one building (site), enter the address of the leasing office or management office if there is one. If not, enter just one of the addresses. For projects that are new construction that might not have an address assigned yet, enter the most accurate description possible.

Region: Will automatically be left blank.

Government Official’s Districts: This will be the districts in which the main address of the project is located.

**Housing Priorities**

Complete information on this page if the application is to be considered as one of MHDC’s priorities. Please refer to the current fiscal year Qualified Allocation Plan and Developer’s Guide to determine if the project qualifies for a consideration as one or more priorities.
**Subsidies or Regulatory**

Complete information on this page if the project currently has any subsidies, regulatory agreements or land use restriction agreements in place against it.

If the project has current Section 8 rents through a HAP contract, enter data about the current apartment size and rent levels for the project in the appropriate area. For each size unit, you will need to enter data about the minimum and maximum rents. If there is only one rent level for a particular bedroom size unit, then the minimum rent and maximum rent will be the same. If there are multiple rent levels for a particular bedroom size unit, then the minimum rent and maximum rent would be different. (Ex. A project has 25 one bedroom units. 10 have 500 square feet and rent for $400 per month. 10 have 600 square feet and rent for $450 per month. 5 have 650 square feet and rent for $475 per month. Enter the Min Amount as $400 and the Max as $475. If the project was charging $450 for each of the 25 units even though the square footage was different, enter the Min Amount as $450 and the Max Amount as $450.) After the data for each unit is entered, you must click on the Add button. This will move the unit data into a grid. After the entry has been moved into the unit data grid, edit or delete the information by clicking on the entry you wish to edit or delete. This will move the data back up into the data entry area where you can edit or delete the data.

**Relocation Information**

You will only need to complete this page if the project is a rehab and has existing tenants.

**Developer Information**

Most of the information describing the developer will automatically populate from information given to MHDC through the registration process. Please use the drop down boxes to select the Authorized Signatory and Contact. If a title was given to these people at registration, it will appear, if not, please compete the information manually. If the information within those fields is incorrect, manually correct it.

Key Principals: Select from the drop down boxes the Key Principals. You must click the Add button after entering data about each Key Principal.

**Ownership Information**

After selecting the proper Ownership Entity from the drop down list, most of the information describing the Ownership Entity will automatically populate from information given to MHDC through the registration process. Please use the drop down boxes to select the Authorized Signatory and Contact. If a Title was given to these people at registration, it will appear, if not, please compete the information manually. If the information within those fields is incorrect, you are able to manually correct it. After all the information is completed about the Ownership Entity, click on the Update button.

Each Partner or Member within the ownership entity will have an area within the Ownership Information page to complete.
**Non-Profit Information**

After selecting the Non-Profit entity from the drop down list, most of the information describing the Non-Profit entity will automatically populate from information given to MHDC through the registration process. Please use the drop down boxes to select the Authorized Signatory and Contact. If a title was given to these people at registration, it will appear, if not, please compete the information manually. If the information within those fields is incorrect, manually correct it.

Non-Profit Status: This should populate from information given to MHDC through the registration process.

**Contacts**

Click on appropriate Contacts icon to enter data concerning each group of contacts.

Project Contacts: Only contacts that have previously registered with MHDC and are affiliated with the developer will be listed in the drop down box for the appropriate type of Contact. When an entity registers, they will select the capacity they will serve as in the project. The drop down boxes should only include entities that have registered and selected specific roles. (Ex. An Accountant and Attorney register. You will only see the Accountant within the drop down list for Accountants). You will need to select a Contact for each Project Contact. Contacts will have been assigned to the entity during the registration process.

Show All: By clicking this box, all registered entities that are affiliated to the developer will appear within the drop down list. (Ex. As described in the example above, within the drop down box for Accountant, if the “Show All” box is checked next to the Accountant field, you would see the accountant’s organization and also the attorney’s organization.)

Employees Assigned to the project: This would be the best estimate from the applicant about the number of employees that will be assigned to work on the project by the Project Contact.

Government Contacts: Each application must include information about each government contact within the drop down list (Elderly projects do not need to complete information about the School Superintendent). First select the type of Government Official and then complete all fields associated with that official. If a project has multiple Government Officials (perhaps the site is a scattered site that crosses district or city lines) then enter data for all Government Officials.

Bond Contacts: If the applicant is requesting 4% LIHTCs using tax exempt financing, the applicant must supply Bond Contact information. If a Bond Contact has previously been entered into the system by MHDC, that name may be able to be selected from the drop down list. However, most Bond Contacts will not have been registered, as this is not required for Bond Contacts. In that case, manually enter the data associated with each Bond Contact. For projects with tax exempt bond financing, information for all Bond Contacts except the Bond Enhancer must be completed.
Syndicator Contacts: If the applicant is requesting LIHTCs or Historic Credits, the applicant must supply Syndicator Contact information. If a Syndicator Contact has previously been entered into the system by MHDC, that name may be able to be selected from the drop down list. However, most Syndicator Contacts will not have been registered, as this is not required for Syndicators Contacts. In that case, manually enter the data associated with each Syndicator Contact. Only complete information on Syndicator Contacts associated with the type of tax credits being used as sources. (Ex. For a project requesting only Federal LIHTCs there is no need to complete information about the State LIHTC syndicator or Historic Tax Credit syndicators.

Identity of Interest

To identify Identity of Interest relationships, click on the Add New button after indicating Yes that there is an Identity of Interest between parties within the development team.

Entity Role: This would be role of one of the parties which has an Identity of Interest in the project.

Organization: After selecting the Entity Role, all entities that have been associated with the project that also have been assigned the previously selected Entity Role will appear in the drop down list. Select the proper entity with the Identity of Interest in the project.

Related Entity Role: This would be role of the corresponding entity which has an Identity of Interest in the project with the previously selected Organization.

Related Organization: After selecting the Related Entity Role, all entities that have been associated with the project that also have been assigned the previously selected Related Entity Role will appear in the drop down list. Select the proper related entity with the Identity of Interest to the previously selected Organization.

Tax Credit

Complete all appropriate fields on this page.

If there are Syndication Costs, enter those within the Syndication Cost Paid by Development area. Click the Add button to add each cost. After you click Add, the cost will move down into a table below the entry area. To delete a Syndication Cost, click on that Cost within the table and then click Remove.

MHDC 2013

This is a summary report that prints out the most important information about the project. Information on this page will populate from previously entered data. No data entry is necessary for this page.

Certifications

This page must be signed by the applicant and sent to MHDC with proper application fees. It has language incorporated into it that each applicant should read and understand before signing. It also recaps the Funds which the applicant is requesting from MHDC.
**Site Information**

Common Site information questions are project specific and self-explanatory.

The page is set up to handle multiple sites if there are more than one site that will be acquired for the project. Simply click the “Add Site” button for each site and complete all information as it pertains to that individual site. Each project must have at least one site.

If there is no date for a particular field (such as Date of Site Control) please leave that field blank, do not enter “N/A.”

**Utility Allowance**

Complete all information for each size unit that will be within the development. Make sure to indicate where applicable if the type of utility is Electric or Gas and whether the utility expense will be paid by the Owner or Tenant.

**Buildings**

Complete all appropriate information at the top of the page about the building(s) that will be part of the project.

Add Building: You must click on the Add Building button to enter information about each building within the project. After clicking the button, complete information about one building at a time. The applicant is allowed to name the building whatever they deem appropriate. MHDC suggests something simple such as Building #1. If an address in unknown because the project is new construction, supply an address that is descriptive of the building’s address (Ex. At the corner of 1st Street and Main or On Pine Street 100 feet west of 4th Street). Then proceed to answer the rest of the questions concerning that specific building. Upon completing all fields, click Add. This will take you back to the main Buildings page. You can then add additional buildings if needed. When you have completed entering the data for all buildings, click Save at the bottom of the page. The data does not save when clicking Add within the sub page when entering building data. If you do not click the Save at the bottom of the buildings page and leave the page, all data previously entered for buildings will be lost.

To edit information about a building that was already entered, hold the cursor over the Building Name within the Building Summary area and click on the appropriate building. This will take you to that particular building’s data which is then able to be edited.

For projects with multiple buildings that are similar to each other, there is a Copy feature that can make data entry easier. Click on the building that is most similar to the new building needing created. Then click the Copy button at the bottom of the page. This will copy all data about that building to a new building except for the building’s name and address. Enter the new building’s name and address and click “Add” at the bottom of the page. Once again, remember to then click Save at the bottom of the Buildings page to save all changes and additions.
Enter all building information before entering unit information.

**Units**

Select at the top of the page the name of the building within the drop down list that needs unit information completed. Then begin entering data for each unit within that particular building within the Unit Information area. After completing information on each unit, click the Add button. The unit will appear in the Unit Summary area for that building.

To edit information about a unit that was already entered, hold the cursor over the Unit Name within the Unit Summary area and click on the appropriate unit. This will populate unit data within the Unit Information area that is then able to be edited. Upon editing appropriate data, click the Update button at the bottom of the Unit Information area, this will save the edits.

For projects with multiple units that are similar to each other, there is a Copy feature that can make data entry easier. Click on the unit that is most similar to the new unit needing created like you wish to edit that unit information. Then click the Copy button at the bottom of the Unit Information area. This will copy all data about that unit to a new unit. When satisfied that the data is correct, click on the Add button or make minor edits to the screen to adjust to the exact data needed and then click on the Add button.

After completing all information about units in the first building, change the Building Name in the drop down list at the top of the page and begin entering unit data for all other buildings previously created. Move between buildings by using the drop down field at the top of the page.

Click on the Save button at the bottom of the page when all unit information has been completed. If you exit the page before clicking on the Save button, all unit information entered since you last saved the page will be lost.

**Other Income**

If you have Other Income that will be counted as income for the project such as Parking Space, Laundry, Commercial Space Rent or some other type of income, please enter the data on this page. This would be all non-rental income.

Select the type of Income from the drop down list and complete all appropriate fields for that type of Income. After completing the data for that particular type of Income, click the Add button and Save.

**Annual Operating Expenses**

Complete data about all employees the project will need whose salaries or contract will be counted as project expenses in the Employees area at the top of this page. These totals will carry into the appropriate fields within the Annual Operating Expenses area on lower portion of the page. Continue through each field within the page and enter appropriate Expenses in the proper categories.
Totals at the bottom of this page will not appear until Building and Unit information has been completed within the application.

**Contractor’s/Mortgagor’s Cost Breakdown – New Construction**

Enter data for each Construction Cost that is associated with New Construction in the appropriate fields. If you are requesting tax credits of some type, then enter the appropriate Basis within the 4%, 9% and/or Fed Historic basis fields. This page sometimes may take more time to save data after it is entered than other pages. Totals and subtotals from this page will population sections within the Total Development Costs page.

**Contractor’s/Mortgagor’s Cost Breakdown – Rehabilitation**

Enter data for each Construction Cost that is associated with Rehabilitation in the appropriate fields. If you are requesting tax credits of some type, then enter the appropriate Basis within the 4%, 9% and/or Fed Historic basis fields. This page sometimes may take more time to save data after it is entered than other pages. Totals and subtotals from this page will population sections within the Total Development Costs page.

**Total Development Costs**

Enter data for each Project Cost in the appropriate fields. If you are requesting tax credits of some type, then enter the appropriate Basis within the 4%, 9% and/or Fed Historic basis fields.

Data within “gray” cells will automatically populate from other pages within the application or they are fields for which Basis in not allowed.

When entering Other fields, make sure to type the proper item description within the fields to the left of the cost.

If the Applicable Fraction or Applicable Percent is expected to be different than the default values, change those values where appropriate.

This page sometimes may take more time to save data after it is entered than other pages.

**Tax-Exempt Bond Financing**

Complete all appropriate fields on this page. Data entry into the fields on this page is only necessary if the applicant is using Tax-Exempt Bond Financing as a Source for the project.

**Proposed Funding Sources**

Enter data for each Funding Source that the project will have on this page. Begin by selecting the appropriate Sources at the top of the page.
For most sources, click Add to enter data about that type of source. Upon completing all appropriate fields, click the Update button. After entering data about all project sources, click the Save button at the bottom of the page. A source is not saved by clicking the Update button.

To edit a Source after adding it, just click on the Edit button at left and edit the appropriate information. After that, click the Update button and then click the Save button at the bottom of the page.

To delete a Source after adding it, just click on the Delete button at the left. This deletes the Source. If you accidently delete a Source, exit the page without saving and then go back into the page. The data that was entered into the page as of the last Save will still be populated within the fields.

The fields for Maximum credit requests will only populate correctly after all project costs have been entered into the Contractor’s Cost Breakdown pages and Total Development Costs page.

**Pro Forma**

This is a report that projects cash flow for the project taking into account expenses, debt service and income.

Other types of cash flow adjustments can be made by clicking on the Add button within the Usage Information area. After completing the appropriate fields, click on the Update button then click Save.

**Development Schedule**

Complete all appropriate fields on this page.

**Snapshots**

The Snapshot functionality is built so that the applicant can see multiple versions of a project. To create multiple versions of the same project, enter a Snapshot Name and click Add. This will then become the version the applicant is working on. If the applicant wants to see a different version of that project, enter another name into the Snapshot Name field and click Add. The applicant can now switch between the different Snapshots. This is very similar to the Save As feature in Excel.

Any fields that are changed within Primary Pages on any Snapshot will be changed within each Snapshot.

Any fields that are changed within Secondary Pages on any Snapshot will only be changed for that individual Snapshot that the developer is viewing.

The Snapshot page will be used for future functionality if a project is approved for funding. It will be used as a tool for MHDC and the applicant to exchange different versions of the application during the Conditional, Firm and Cost Certification stages of a project. This functionality will be explained in future Developer Workshops for projects that are approved for funding.