

# 2026 Rental Production Application Workshop

Wednesday, July 30, 2025

[MHDC.com](https://www.mhdc.com)

# Agenda

## *Morning Topics*

- Welcome & Opening Remarks
- MHDC Staff Introductions
- 2026 Qualified Allocation Plan & NOFA Overview
- Legal Guidelines
- Application Underwriting & Selection Process
- Asset Management Compliance & Review
- Participant Questions



**Missouri Housing Development Commission is dedicated to strengthening communities and the lives of Missourians through the financing, development and preservation of affordable housing.**

**MHDC.com**

# MHDC Role

- MHDC's mission is to create and maintain affordable housing
- MHDC is the steward of public resources
- Tax Credit Allocator
  - Maximize production at a reasonable cost
  - Responsible for regulatory oversight
- Federal Funding Grantee/Lender
  - Maintain accountability for compliance with regulatory oversight
  - Risk for repayment
- Requirements are act of due diligence
  - Resources continue to be limited
  - Application rounds continue to be competitive

# 2026 Notice of Funding Availability Overview

# 2026 NOFA

- Notifies interested parties of available funding for production and preservation of affordable rental housing
- Approved by Board of Commissioners July 18, 2025

## 1. Multifamily Rental Production NOFA

- Funding includes tax credits, construction and permanent loans, grant funds
- One application opportunity – deadline of September 17, 2025

## 2. Federal 4% LIHTC NOFA

- Proposals may not request other Affordable Housing funding sources
- Four application opportunities
  - September 17, 2025
  - December 03, 2025
  - March 04, 2026
  - June 03, 2026

# 2026 NOFA – Tax Credits

Federal 9% LIHTC	\$18,000,000 annually
State 9% LIHTC	Up to 70% Federal 9% LIHTC
Federal 4% LIHTC	As-of-right, as authorized by MHDC
State 4% LIHTC	\$6,000,000 annually

# 2026 NOFA – Loan Resources

HUD HOME Program	\$18,000,000
HUD HOME CHDO	\$3,000,000
HUD HOME ARP	\$9,000,000
HUD HTF	\$3,000,000
MHDC Fund Balance	\$14,000,000 Construction only \$5,000,000 Construction & Permanent
MHDC TCAP	\$1,700,000
HOME CHDO Operating Grant	\$200,000



# 2026 Qualified Allocation Plan

# Agenda

- General Information
- Standards
- Housing Priorities
- Scoring/Reservation Process
  - Phase I: Document Review
  - Phase II: Priority Scoring
  - Phase III: General Scoring
  - Phase IV: Underwriting/Selection Criteria

# Application Considerations

- Introduction of the new web-based system for online submission
  - Multifamily Application & Administration Portal (MAAP)
- Review all available materials on MHDC's website
  - Qualified Allocation Plan (QAP) establishes processes MHDC will use to administer funding resources
  - Developer's Guide provides supplement to information in QAP
- Application Preparation:
  - Must maintain basic structure of application approved by Commission
  - If applicant receives points, commitments must remain
  - Resources are limited, underwriting with a gap will risk development viability

# Application Considerations

- Applications requesting MHDC loan resources:
  - Recommend discussion with staff ahead of application submission
  - Do not include alternate FIN-100
  - Include alternate financing commitments, include thorough responses in Development Questionnaire
- Application for HOME or Housing Trust Fund sources:
  - Be aware of requirement to comply with Build America, Buy America
- Implementation of 25% test for 4% LIHTC/PAB
  - Updated financing threshold requirement from 50% to 25% of aggregate basis if closing after January 1, 2026

# Application Deadlines

Deadline	Date
MHDC Preservation Letter Request	Monday, August 18, 2025 at 5:00 p.m.
Development Cost Minimums Waiver Request	Monday, August 18, 2025 at 5:00 p.m.
Application Waiver Request	Wednesday, September 10, 2025 at 5:00 p.m.
ShareFile Link Request	Friday, September 12, 2025 at 5:00 p.m.
ShareFile Application Submission	Wednesday, September 17, 2025 at 5:00 p.m.
Application Fee Submission Deadline	Wednesday, September 17, 2025 at 5:00 p.m.
MAAP Application Submission Deadline	Friday, October 10, 2025 at 5:00 p.m.

# 2026 QAP Overview

- General Information
- Standards
- Housing Priorities
- Scoring

# General Information

- Applications must be submitted through two methods:
  1. Electronic Document Upload via ShareFile
  2. Online submission via MAAP
- Application documents submitted in ShareFile are the application of record
- Application Discrepancies
  - FIN-100 is the “record” and is “signed” as final
  - If there is a discrepancy between FIN-100, exhibits, or MAAP, the information in the FIN-100 will be considered final
- State Accelerated Redemption Pilot Program:
  - Up to 50% of total state credits approved
  - Submit one FIN-100 using Standard Pricing and indicate request to be considered for the Accelerated program
  - Submit LOI that includes both Standard Pricing and Accelerated Pricing

# 2026 QAP Overview

- General Information
- **Standards**
- Housing Priorities
- Scoring



# Participant Standards

- Participants must be in good standing with MHDC
- Identity of Interest definition:
  - An Identity of Interest relationship exists if any officer, director, board member, or authorized agent of any development team member:
    1. Is also an officer, director, board member, or authorized agent of any other development team member;
    2. Has any financial interest in any other development team member's firm or corporation;
    3. Is a business partner of an officer, director, board member, or authorized agent of any other development team member;
    4. Has a family relationship through blood, marriage or adoption with an officer, director, board member, or authorized agent of any other development team member; or
    5. Advances any funds or items of value to the sponsor/borrower.

# Development Standards

- Development Standards:

- MHDC Design/Construction Compliance Guidelines
- Local, state, and federal ordinances
- Accessibility
- Universal Design
- Utilize sustainable building techniques and materials
- Sufficient broadband infrastructure
- Resyndication definition:
  - If awarded while subject to a valid extended use agreement/in the extended use period
  - Original LURA restrictions must be followed for the original LURA term
- If receiving federal historic credits and/or state historic credits, must waive the right to opt out of the LIHTC LURA for an additional 15 years beyond Compliance Period
- Developments with multiple buildings/scattered site will be subject to a single LURA and have the same occupancy type

# Underwriting Standards

- Standards and expectations for proposal
  - Rents
  - Debt Coverage
  - Development Cost Minimums/Maximums
  - Construction Cost Analysis
  - Eligible Basis Increases
  - Developer and Contractor Fee Limits
  - Appraisal
  - Tax Credit Amount
  - Maximum Credit Amount
  - Additional Credit
  - Subsidy Layering Review
  - Use of HOME/NHTF/HOME-ARP/811 Project Rental Assistance
  - Development Financing Commitments/LOIs
  - Reserves

# Developer Fee

*For 9% applications:*

- New Construction Developments are limited to the lesser of:
  - a. \$4,000,000; or
  - b. \$45,000 per unit; or
  - c. 13% of total development costs (excluding Developer/Consultant Fee category, MHDC fees, and all reserves).
- Acquisition-Rehabilitation Developments are limited to the lesser of:
  - a. \$6,000,000; or
  - b. 35% of Hard Costs; or
  - c. 13% of total development costs (excluding Developer/Consultant Fee category, MHDC fees, and all reserves).
- Combination Developments with both New Construction and Rehabilitation are limited to the lesser of the above calculations.

# Developer Fee

*For 4% applications:*

- New Construction Developments are limited to the lesser of:
  - a. \$45,000 per unit; or
  - b. 13% of total development costs (excluding Developer/Consultant Fee category, MHDC fees, and all reserves).
- Acquisition-Rehabilitation Developments are limited to the lesser of:
  - a. 35% of Hard Costs; or
  - b. 13% of total development costs (excluding Developer/Consultant Fee category, MHDC fees, and all reserves).
- Combination Developments with both New Construction and Rehabilitation are limited to the lesser of the above calculations.

# 2026 QAP Overview

- General Information
- Standards
- **Housing Priorities**
- Scoring

# Housing Priorities

- Receive 45 points in Phase II
  1. Nonprofit Involvement
  2. HOME CHDO
  3. Set-Aside Preferences
    - 9% Applications eligible for Basis Boost
  4. Service-Enriched, including Veteran's Housing
    - 9% Applications eligible for Basis Boost
  5. Preservation
    - 9% Applications eligible for Basis Boost
  6. CDBG-DR
  7. Workforce Housing
    - 9% Applications eligible for Basis Boost
  8. Opportunity Area

# Nonprofit Involvement Set-Aside

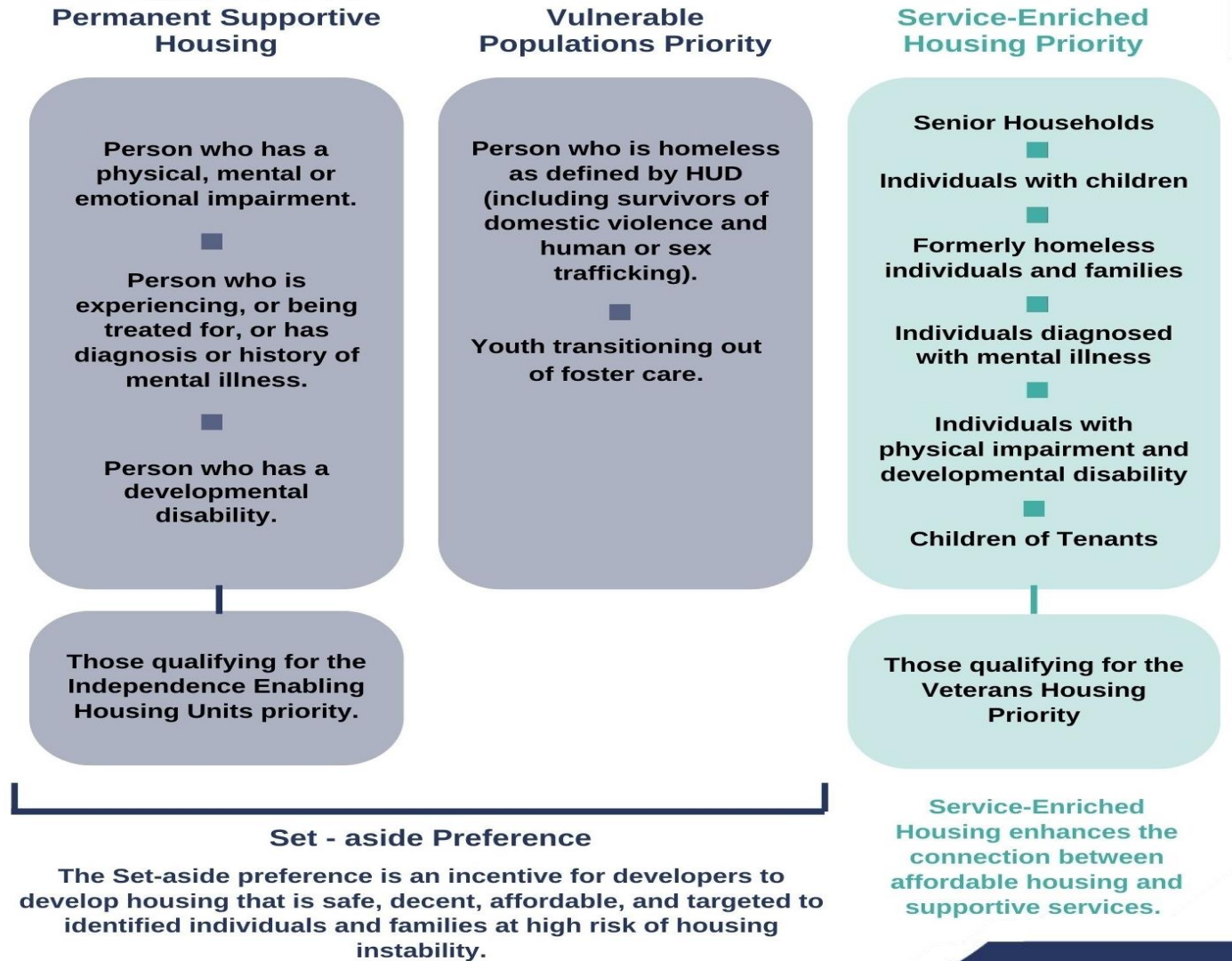
- Pursuant to the Code, at least 10% of the 9% Credit available must be allocated to developments that involve a qualified nonprofit organization
- 4% developments do not qualify
- Qualified nonprofit organization
  - A 501(c)(3) or 501(c)(4)
  - Express purpose of fostering low-income housing
  - Owns an interest and materially participates in development
  - Not affiliated with, nor controlled by, for profit organization



# HOME CHDO Set Aside

- MHDC will endeavor to set-aside 15% of HOME Funds to be loaned or granted to Community Housing Development Organizations (“CHDO”) as CHDO Set Aside
- Private nonprofit, community-based organization with staff capacity to develop affordable housing for the community it services
- Certain legal, organizational, and other requirements apply for nonprofit organizations to qualify for CHDO status (24 CFR Part 92.2)

# Housing Priorities at a Glance



# Set-Aside Preferences

- MHDC will endeavor to set aside 33% of Federal and State LIHTC (9% and 4% Credit) for developments containing units qualifying under the Set-aside Preferences
- Select one priority:
  1. Permanent Supportive Housing
    - persons who are physically, emotionally or mentally impaired or are experiencing, or being treated for, or have a diagnosis or a history of mental illness; or developmentally disabled
  2. Vulnerable Persons
    - persons who are homeless, as defined by HUD, including survivors of domestic violence and human or sex trafficking; or are youth transitioning out of foster care

# Set-Aside Preferences

- To develop housing that is safe, decent, affordable, and targeted to identified individuals and families at high risk of housing instability with the partnership of an experienced Lead Referral Agency
- Lead Referral Agency:
  - Acts as the point of contact with property management
  - Qualified households are referred to the property by the Lead Referral Agency
  - Must be an agency that coordinates with a range of local social service agencies to develop a collective process for referring and making their services available to qualified residents
- The desired outcome of the Set-aside Preference are for tenants to stay housed, have social and community connections, improve their physical and mental health, increase their income and employment, and to be satisfied with the services and housing

# Service-Enriched Housing

- Enhances the connection between affordable housing and supportive services and encourages more comprehensive housing environments
- Proposal must have a defined population and demonstrate services are adequate and appropriate for population and development
- The property must employ staff dedicated to providing social services or contract with a service agency to provide a service coordinator
- Examples include, but not limited to
  - Senior households, individuals with children, formerly homeless individuals and families, individuals with a physical impairment and/or developmental disability, individuals diagnosed with mental illness, children of tenants, and Veterans
- The desired outcomes are for tenants to stay housed, have social and community connections, improve their physical and mental health, increase their income and employment, and to be satisfied with the services and housing

# Veteran's Housing

- Veteran's Housing applicants must apply under the Service Enriched Priority
- Application proposals must offer significant services tailored to the Veteran tenant population
- A substance abuse program must be included in the proposal in addition to the requirements of the SE Priority
- At time of application, letter(s) of intent for service commitment(s) shall be in-place with a provider(s) who specialize in, or have substantial experience in, providing services to Veteran populations

# Preservation

- Development must meet at least one of the following criteria:
  - Have and continue to use project-based rental assistance and/or operating subsidy
  - Have a loan made prior to 1985 from any of the following loan programs: HUD 202/811, 221(d)(3) or (d)(4), 236, or USDA RD 515
  - Participate in HUD's Mark-to-Market restructuring program
  - Have a previous allocation of low-income housing tax credits and be in or have completed the final year of the Compliance Period for all buildings in the development
- Preservation Letters:
  1. MHDC preservation letter
  2. a) If HUD financed, preservation letter from HUD  
b) If RD financed, preservation letter from RD



# CDBG-DR

- Applications including funds from Community Development Block Grant Disaster Recovery programs within the State of Missouri are strongly encouraged
- Current HUD approved CDBG-DR plan in Missouri is DED's DR-4451 for the County of Cole
  - Jefferson City is awarded CDBG-DR funds from DED through the DR-4451 program
  - Applicants proposing to utilize CDBG-DR funding must obtain a Letter of Intent from Jefferson City



# Workforce Housing

- Development in county with median income less than the most recent statewide median income
- 15% to 25% of total units in the development set aside for households earning between 60% and 80% of AMI
- Rents workforce housing units should be different than rents at or below 60% AMI

# Opportunity Area

- Eligibility:

- Family developments
- Located in census tract with a 15% or lower poverty rate
- Access to high-performing school systems, transportation and employment

- Requirements:

- Apply under Service-Enriched priority
- Minimum unit size - 2 bedrooms
- Special Market Reserve to assist in initial relocation expenses for families
- Affirmative Marketing Plan to reach families in census tracts where poverty rate exceeds 40%

# 2026 QAP Overview

- General Information
- Standards
- Housing Priorities
- **Scoring**

# Reservation Process

- Phase I: Document Review
  - Threshold Documents Review
  - Secondary Documentation Review
- Phase II: Priority Scoring
- Phase III: General Scoring
- Phase IV: Underwriting/Selection Criteria
- Board of Commissioner's Consideration and Approval of Applications

# Phase I: Document Review

- Organized Application
- Good standing with MHDC
- Good standing with other entities
  - HUD Debarment
- Consistent with Applicable Law
- Consistent with Tax Credit Accountability Act
  - Obtain tax clearance from Missouri Department of Revenue
    - Missouri and IRS Form 8821 required for developers and key principals

# Phase I: Document Review

## ■ Threshold Documents

- Missing threshold document may result in an application being eliminated
- Executed FIN-100
- Application Fee
- Development Questionnaire
- Market Study
- Financing Commitments
- Notification of Chief Executive of Local Jurisdiction

## ■ Secondary Documentation

- If five or more missing or incomplete, application may be eliminated
- Four or less missing or incomplete, applicant will be notified of cures

# Phase II: Priority Scoring

- Applications must meet the qualifications of one or more of the priority groups in order to proceed to Phase III: General Scoring
- Applications that meet the qualifications for one of the priority groups will be assigned 45 points

# Phase III: General Scoring

- Applications must earn at least 90 combined points in Phases II and III to be considered for funding
- For scattered site proposals located in different counties, the score will be from the site with the lowest earned score per site on specific location criteria

Category	Points Possible
<b>Development Characteristics</b>	
Income Targeting	0-13
Mixed Income	10
Homeownership Opportunity	5
Housing Priorities	0-10
Extended Compliance	0-5
Previous Phase Success	1
<b>Site Location</b>	
Cost Burden	0-15
Opportunity Area	7
Rural Underserved	5
Preservation	0-15
<b>Use of Resources</b>	
Leveraged Funds	0-10
Federal Historic Tax Credits	5
Rental Assistance	0-5
Credit Efficiency	0-7
<b>Development Team</b>	
Development Team Performance	0-25



# Income Targeting (0-13 Points)

- Developments that target a percentage of units to lower income households awarded points
- Proposals electing the Average-Income Minimum Set-Aside will be required to maintain the percentage of units receiving income targeting points in their application

# Income Targeting (0-13 Points)

Location	Points	Income Level	% of Units
St. Louis and Kansas City MSAs	13 Points	30% AMI	15% of Units
	9 Points	30% AMI	10% of Units
	4 Points	40% AMI	10% of Units
	2 Points	50% AMI	10% of Units
Springfield, Columbia, Joplin, Jefferson City, Cape Girardeau and St. Joseph MSAs	13 Points	30% AMI	12.5% of Units
	9 Points	30% AMI	7.5% of Units
	4 Points	40% AMI	7.5% of Units
	2 Points	50% AMI	7.5% of Units
All other counties not included above	13 Points	30% AMI	10% of Units
	9 Points	30% AMI	5% of Units
	4 Points	40% AMI	5% of Units
	2 Points	50% AMI	5% of Units

# Mixed Income (10 Points)

- Developments that have at least 10% market rate units, or Average-Income Minimum Set-Aside Units at 80% AMI
- Mixed income multi-family developments must be located on contiguous sites

# Homeownership Opportunity (5 Points)

- Developments of single-family and duplex homes intended for 100% tenant ownership at the end of the 15-year compliance period
- Review Homeownership Policy

# Housing Priorities (0-10 Points)

- Applicants may submit a proposal that meets one or both Service Enriched and Set-Aside Preference Priorities
- Points awarded to the highest scoring priority that meets all requirements, for a maximum of 10 points

# Service Enriched

- 5 Points: application includes commitment to provide services for duration of affordability period
- 1 point for service parameter
  - Service Parameters
    - Housing Stability
    - Increased Income and/or Employment
    - Physical and/or Mental Health
    - Quality of Life
    - Social and Community Connection
- Required Service Provider commitment of at least three years

# Set-Aside Preference

- 5 Points: applications that include a commitment to set aside 15% or more of the units for permanent supportive housing and/or vulnerable population tenants
- 0-5 Points: based on the quality and alignment of services with the targeted population(s)

# Extended Compliance (0-5 Points)

- Developments that waive right to opt-out at the end of 15 year LIHTC compliance period

# of Years Extending the Compliance Period	Points
5-9 years (total compliance period 20-24 years)	1
10-14 years (total compliance period 25-29 years)	3
>=15 years (total compliance period 30+ years)	5



# Previous Phase Success (1 Point)

- Subsequent phase development proposals awarded 1 point if the previous phase(s) meet each of the following criteria:
  - Have a vacancy rate of less than 5%;
  - Has a waiting list;
  - Has the same occupancy type; and
  - Are located within ½ mile driving distance of the first phase.

# Site Location (0-15 Points)

1. Development proposals can qualify for points under either scoring category 1(a) or 1(b), but will only receive points for one category

- a. Households spending more than 50% of gross monthly income on housing are termed severely cost burdened

Percentage of Severe Cost Burdened Renter Households	Points
Greater than 20%	10
Greater than 15%	7
Greater than 10%	5

- b. Family sites that meet the requirements of an Opportunity Area will be awarded 7 points

2. Developments located in rural underserved counties will receive 5 points

# Preservation (0-15 Points)

- Development proposals that qualify and meet the requirements for the Preservation Priority will be awarded points based on the table below, development proposals will only earn points in the highest-scoring category eligible:

Preservation Development	Points
Located in Kansas City or St. Louis Regions	10
Located in MSA-Rural or Rural Regions	12
Development of Existing USDA-RD Property	15

# Leveraged Funds (0-10 Points)

- Applicants may submit a development proposal that meets one or both of the below scoring criteria, as detailed in sections a. and b., for a maximum of 7 points available in this category. Proposals that include federal disaster recovery funds, i.e., CDBG-DR funds, will be eligible for an additional 3 points in the category, up to a total of 10 points
- a. Development proposals that include financial investment from an unaffiliated party will be awarded points based on the table below
  - Eligible sources include grant funds, capital campaign funds, federal funds, state funds, or municipal funds, and will be awarded points based on the percentage of award as it related to the Total Development Budget
  - MHDC resources, Historic Tax Credit equity, and private institution loans are not eligible for points in this category. To qualify for points in this category, the application must include an executed Letter of Intent, including financial commitment amount and terms

Percentage of Leveraged Funds	Points
Greater than 2.5%	3
Greater than 5%	5
Greater than 7.5%	7

# Leveraged Funds (0-10 Points)

- b. Development proposals that include local government support through one of the following categories will be eligible for 3 points. The support must offset the cost of eligible development line-item(s), and the proposal may not show the applicable cost(s) as a line-item in the application. The local government support must be documented through passed resolution(s) from the local government. In addition, documentation of the financial value and valuation methodology must be included in the application, i.e., appraisal, bids, contracts.
- Tax exemptions, i.e., local property tax abatement, sales tax exemptions/savings
  - Fee waivers: totaling at least \$50,000 or all the fees a local government can waive, whichever is lesser
  - Land donation: real estate owned by local government and not previously purchased from any party related to development proposal
  - Infrastructure improvement, i.e., utility connects, water, sewer, drainage, streets

# Federal Historic Tax Credits (5 Points)

- Developments with executed LOIs for Federal Historic Tax Credits

# Rental Assistance (0-5 Points)

- Development proposals that include committed rental assistance for at least 15% of total units are eligible for points based on the table below. Rental assistance commitments are required for a minimum of five-year terms.
  - Rental Assistance Reserve
    - Calculated as the difference between net rent of 60% AMI units and 30% AMI rents
    - Must be funded by developer through Developer Fee
    - Reserve must stay with development until it is depleted
  - Project-Based Vouchers
    - Vouchers committed from Rural Development, HUD, or local Public Housing Authority
    - Written commitment from eligible

Rental Assistance	Points
Developer Funded Rental Assistance	2
Project-Based Vouchers	5

# Credit Efficiency (0-7 Points)

- Based on the eligible LIHTC amount per LIHTC bedroom
- Applications divided into four categories
  - Family New Construction, Senior New Construction, Family Rehab, Senior Rehab
- Average eligible LIHTC amount per LIHTC bedroom determined for each category based on the eligible LIHTC amount per LIHTC bedroom data in the submitted applications
- Safe Harbor established for each category is 10% above and 10% below the Average Eligible LIHTC amount per LIHTC bedroom for each respective category

Credit Efficiency	Points
Above Safe Harbor	0
Within Safe Harbor	3
Below Safe Harbor	7



# Developer Team (0-25 Points)

- Developer Team Evaluation

- Developers, Co-developers, Consultants, General Contractors, Management Agents, and Syndicators will be evaluated as a team

- Evaluation Period: August 1<sup>st</sup> – July 31<sup>st</sup>

- Developments at any stage are subject to evaluation
- Evaluation will be applicable to the following application round

- Evaluation Elements:

- Deviation from application
- Source Increase Requests
- Timeliness
- Waivers
- Other performance factors

Development Team	Points
Developer/Owner/Consultant	12
Supporting Development Team	5
Property Management Company	8

# Evaluation Elements

- Development Progress:
  - Deviation from application
    - Significant change from development presented in application
  - Source Increase Requests
- Team Performance:
  - Timeliness
    - Significant delays of project benchmarks
  - Waivers
    - Excessive requests for waiver of MHDC requirements
    - A waiver is required for any deviation from MHDC requirements or changes to written agreements
  - Capacity
- Other Performance Factors:
  - Misrepresentation of information
  - Non-compliance with requirements of funding sources

# Legal Guidelines



# Agenda

- PRESENTATION OVERVIEW
- Financing Guidelines
  - Financing Commitment Letter Requirement for Application
  - MHDC Funds Available
  - Guaranty Requirements
- MHDC Standards of Conduct: Disclosure Period/Quiet Period
- Fair Housing

# FINANCING COMMITMENT LETTER

- IF an application proposes to use non-MHDC funds, THEN you must include a commitment letter for these funds.
- If there is more than one source, the letters must specify the priority among the various letters.
- Commitment letters must be from the funding source.

# FINANCING COMMITMENT LETTER (Continued)

Commitment letters are also required for proposed **participation loans**.

Note: Provided that the proposed participating lender meets MHDC's minimum requirements, a participation loan can be done with any bank selected by the development team.

# MHDC FUNDS AVAILABLE

The amount of MHDC funding available for lending is set forth in the FY2026 NOFA.

Interest rates are dependent upon loan type and development characteristics.

# GUARANTY REQUIREMENT

- All MHDC loans require a guaranty during the construction phase of the loan.
- Depending on the type of loan, guarantors may include the general partner and the developer (together with all respective principals). To the extent an investor requires additional guarantors, MHDC reserves the right to match the investor's requirements.

*MHDC reserves the right to require additional guarantors based on deal specifics.*



# Disclosure Period

- Disclosure Period (MHDC Standards of Conduct Page 6-9)

- What is it?

- The period after an **Interested Party** submits a proposal, application, bid or response in a **Competitive Matter**
    - If an Interested Party initiates communication, in any form, with a Commissioner or Employee regarding a Competitive Matter following submission of the Interested Parties proposal, application, bid, or response, the Interested Party will need to follow disclosure procedure in notifying other interested parties
    - Commissioners and Employees may, at any time and for any legal purpose, initiate contact with anyone, including interested parties, in the course of investigating any competitive matter

# MHDC Standards of Conduct -Definitions

- “Interested Party” - Any person or entity (or anyone acting at their direction or on their behalf) who submits a proposal, application, bid or response to a solicitation, request, notice or invitation to do so vis-à-vis a Competitive Matter.
- “Competitive Matter” – Any matter which shall be put to the Commission for a vote where two or more Interested Parties could benefit from an outcome of the vote, including, but not limited to, the award of any MHDC controlled or administered resources and any Commission approved contracts for services.

# Quiet Period

- Quiet Period (MHDC Standards of Conduct Page 6-9)
  - What is it?
    - The period consisting of seven days before a scheduled MHDC decision on a Competitive Matter
    - Interested Parties shall not initiate contact with Commissioners or Employees regarding a Competitive Matter
    - Commissioners and Employees may, at any time and for any legal purpose, initiate contact with anyone, including interested parties, in the course of investigating any competitive matter
    - Failure to honor the provisions set forth herein regarding the Disclosure Period and/or Quiet Period shall result in the disqualification of the Interested Party's proposal, application, bid or response.

# Fair Housing

# Fair Housing

- MHDC is fully committed to affirmatively furthering fair housing by taking meaningful actions to promote fair housing choice, overcome patterns of segregation, and eliminate disparities in access to opportunity.
- As part of MHDC's obligations under the Fair Housing Act, MHDC prohibits its partners from discriminating on the basis of race, color, national origin, sex, religion, disability, or familial status.

# Fair Housing: What does this mean for me?

You have an affirmative duty to comply with all local, state, and federal fair housing laws, including:

- The federal Fair Housing Act, <https://www.justice.gov/crt/fair-housing-act-1>
- The State of Missouri Human Rights statutes (RSMo § 213.040.1 et seq.), [www.moga.mo.gov/mostatutes/stathtml/21300000401.html](http://www.moga.mo.gov/mostatutes/stathtml/21300000401.html)
- You should also determine if any additional local rules, regulations, ordinances, or laws exist related to fair housing and are applicable to the project.
- It is important that you consult with your legal counsel to ensure that any project remains in compliance with fair housing laws at all times. At no time does MHDC certify your compliance with fair housing laws, through this presentation of information or otherwise, and MHDC assumes no responsibility or liability for your failure to comply with any fair housing law.

# FAIR HOUSING CONTACTS

Questions regarding fair housing or your obligations may be directed to the following organizations:

- Kansas City Regional Office (HUD):  
400 State Avenue, Room 200  
Kansas City, KS 66101-2406  
Phone: (913) 551-5462
- St. Louis Regional Office (HUD):  
1222 Spruce Street, Suite 3.203  
St. Louis, MO 63103-2836  
Phone: (314) 418-5400
- Missouri Commission on Human Rights  
421 E. Dunklin  
P.O. Box 1129  
Jefferson City, MO 65102-1129  
Phone: 573-751-3325  
[mchr@labor.mo.gov](mailto:mchr@labor.mo.gov)

# Application Underwriting Standards & Selection Criteria



# Underwriting Standards

## ■ Rents

- Must not exceed rent maximums of funding sources
- Must present achievable rents, as supported by market study

## ■ Debt Coverage

- Proposals must show stabilized DSC between 1.20 and 1.50 throughout term of the permanent loan(s)
- Development proposals will not be recommended for funding if DSC is below 1.00 at any point during Compliance Period

## ■ Development Cost Minimums

- Total construction costs must equal or exceed 40% of the total replacement costs

## ■ Development Cost Maximums

- Applications not evaluated against Maximum Cost Limits
- Costs should be reasonable and comparable to like proposals

# Underwriting Standards

## ■ Eligible Basis

- Qualified Census Tract (QCT) - 9% and 4% applications
- HUD Difficult Development Areas (DDA) - 9% and 4% applications
- State DDA
  - Preservation
  - Set-Aside
  - Service-Enriched, Veteran's Housing
  - Workforce Housing

## ■ Developer and Contractor Fee Limits

- New calculation based on credit type and construction time

## ■ Appraisal

- MHDC will order appraisal for developments approved for MHDC loan resources
- Due diligence for property value ahead of application submission

# Underwriting Standards

## ■ Tax Credit Request

- Tax credit allocation must not exceed amount necessary for financial feasibility of the project and its viability as a qualified low-income housing project throughout the credit period

## ■ Use of HOME/HOME-ARP/HTF

- Be aware of requirements related to funding sources
- Some sources will have additional requirements beyond MHDC requirements
- Timeline may involve more steps
- Be mindful of request for limited resources

## ■ Development Financing Commitments/LOIs

- All financing commitments must be included with application
- For proposals requesting MHDC loan resources, include alternate financing commitment/LOI to assist with underwriting due to limited availability of resources
- For Accelerated Redemption Program, LOIs should be submitted for both accelerated and standard redemption

# Underwriting Standards

## ■ Reserves:

- *Operating Reserve* – 6 months operating expenses and debt service
- *Replacement Reserve* – initial reserve funded at \$600 per unit
- *Rental Assistance Reserve*
  - Deducted from developer fee
  - Minimum amount must be 15% of net rent for minimum of five years, calculated as difference between 60% AMI and 30% AMI net rent
- *Set-Aside Reserve*
  - For applications submitted under Set-Aside Preference, include \$1,000 per set-aside unit
- *Service Enriched Reserve*
  - If services escrow is not funded by a grant specific to development services, developer contributes 15% of escrow amount from developer fee
  - Maximum amount is lesser of \$5,000 per unit or \$250,000 per development
  - If not under Service Enriched, will be deducted from developer fee
- *Debt-Service Reserve* – may be required if proposal does not meet DCS guidelines
- *Tax and Insurance Reserve* - for developments with MHDC permanent loan

# Development Plan

- All units assigned designation at application:
  - Primary Designation (select one):
    - LIHTC, Market, Employee
  - Secondary Designation (0+):
    - HOME, NHTF, AHAP, Set-Aside, Companion Living, Workforce, Section 8, Accessible
  - AMI Designation:
    - 20% AMI – 80% AMI
- Be aware of differences in program-specific rent limits, as applicable

# Financing/Sources

## ■ MHDC Loans:

- In cases where MHDC is providing a loan dependent on cash flow for repayment, deferred developer fee should be structured as a note and its position in the distribution of cash flow clearly indicated in the owner's partnership agreement or operating agreement, as applicable
- If proposal includes MHDC debt, must communicate with MHDC Director of Finance to receive approval of assumption and confirmation of new terms
- Requests for MHDC loans may not be granted due to limited funds
  - Alternate underwriting should be considered and described in Development Questionnaire

# Financing/Sources

## ■ Developer Fee:

- MHDC expects a portion of the developer fee to be deferred
- MHDC reserves the right to create, eliminate, or adjust the deferred developer fee to efficiently utilize resources and appropriately underwrite each deal
- Deferred developer fee more than 50% of the total developer fee should be avoided and will be allowed only in rare circumstances
- It must be demonstrated that the deferred developer fee can be paid back from cash flow. Preferably, this repayment will take place within the first ten (10) years

## ■ Pre-development or Bridge Loan:

- If a bridge loan is to be provided by the equity investor, the terms and conditions of that loan can be included with the equity commitment and do not need to be presented in a separate commitment letter
- Pre-development or bridge loan fees/interest should not be reflected in development budget

# Underwriting/Selection Criteria

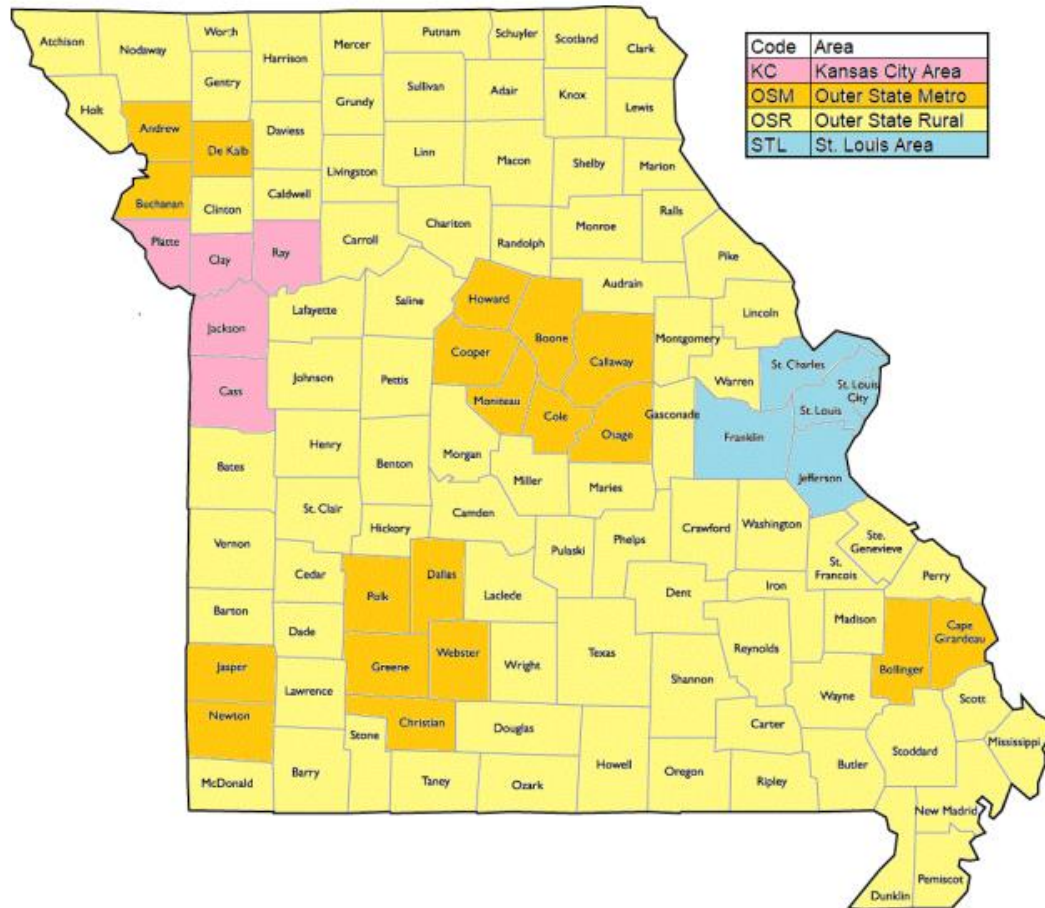
- Applications that earn a minimum of 90 combined points in Phase II and Phase III qualify for funding consideration
- MHDC reserves the right to limit the level of review in Phase IV of lower scoring applications
  - Not every application will receive the same level of underwriting review
- MHDC reserves the right to evaluate, and recommend for funding, applications that do not earn 90 points or more to the extent necessary to meet affordable housing needs as determined by MHDC



# Underwriting/Selection Criteria

- Selection criteria described in LIHTC code
  - Tax credits allocated in the amount necessary
  - Evaluation of proposal for consistency and need
- Proposal Review:
  - Geographic Region
  - Development Characteristics
  - Market Characteristics
  - Development Team Characteristics
  - Feasibility
  - Community Impact
  - Economic Impact

# Geographic Region



MHDC will make its best effort to reserve LIHTCs in the above-listed manner but given the needs of individual deals and the strength of applications in each region, it may not be feasible for final approvals to achieve the exact geographic distribution.

# Geographic Region

- St. Louis Region - 33%
  - Franklin, Jefferson, St. Charles, St. Louis City and St. Louis counties.
- Kansas City Region - 20%
  - Cass, Clay, Jackson, Platte and Ray counties.
- MSA-Rural Region – 20%
  - Cape Girardeau MSA (Cape Girardeau and Bollinger counties), Columbia MSA (Boone, Cooper and Howard counties), Jefferson City MSA (Callaway, Cole, Moniteau and Osage counties), Joplin MSA (Jasper and Newton counties), Springfield MSA (Christian, Dallas, Greene, Polk and Webster counties) and St. Joseph MSA (Andrew, Buchanan and DeKalb counties).
- Rural Region - 27%
  - All other counties.

# Development Characteristics

- *Tenant Population*

- Type of housing appropriate for intended population
- Type of housing needed by population

- *Development Size*

- Number of units appropriate for type of development
- If greater than 60 units, eligible for exception

- *Type*

- New construction, historic rehabilitation/adaptive reuse, acquisition/rehab
- If homeownership, must meet Homeownership Plan requirements

- *Site*

- Be aware of proximity to other existing or planned affordable housing developments
- Complete due diligence to identify potential environmental issues and concerns
- If including multiple buildings must have similarly constructed units, located on the same or contiguous tracts of land, owned by the same federal taxpayer, and financed pursuant to a common plan of financing
  - Mixed income must have low-income households in each building
- Scattered sites must be 100% rent and income restricted

- *Design*

- Should be appropriate for site, market and intended population

# Market Characteristics

## ■ *Development Location*

### ■ Considerations:

- Proximity to other affordable housing developments within census tract
- For phased developments, previous developments must be at 50% construction
- New employment opportunities and need for workforce housing

## ■ *Housing Needs*

### ■ Considerations:

- Address affordable housing needs of region and locality
- Cannot adversely impact existing MHDC developments, exist in questionable market, or create excessive concentration of multifamily units
- Number and growth of population and intended population in market area
- Comparability, condition, rents, and occupancy of other affordable housing in market area
- Capture rate for proposed development

# Development Team Characteristics

- Development team evaluation:
  - Developer, general partner, management agent, syndicator/investor, contractor, architect, sustainable design team, consultant, and Lead Referral Agency considered
- Considerations:
  - *Experience*
    - Number of affordable housing developments completed
    - Similar type/characteristics of completed developments vs. proposal
  - *Performance*
    - Significant cost increases, significant additional funding requests
    - Responsiveness, timeliness, compliance, consistency
    - Outstanding compliance issues
  - *Financial Strength*
    - REO Schedule
    - Liquidity of responsible parties
  - *Capacity*
    - Number of developments approved but not closed
    - Number of developments in construction

# Financial Feasibility

- *Sources:*

- Demonstrate sufficient sources available and commitment letters provided

- *Uses:*

- Development costs reasonable and competitive

- *Income:*

- Rents appropriate for market and affordable

- *Expenses:*

- Operating expenses adequate, reasonable, competitive, and appropriate for market & type

- *Long-Term Viability:*

- Projections must indicate viability for Compliance Period/financing term/affordability period

- *Timing:*

- Ability to proceed

- *Investment Potential:*

- Ability to secure Federal and State LIHTC investors

# Community Impact

- Local support from elected officials, executive officers and community members
- Catalytic effect that will encourage further development
- Community needs, existing housing stocks, demographic trends
- Existing redevelopment plans



# Notification Requirements

## 1. Chief Executive Official Notification

- LIHTC Code requires Chief Executive of local jurisdiction where development located to be notified and provided a reasonable opportunity to comment
- Threshold Requirement to document notification and confirmation of receipt

## 2. Public Notification

- Thorough due diligence in public and community notification is expected

## 3. Site Identification

- Each proposed site location must have a sign posted identifying it as a proposed MHDC development
- Must be posted from time application is submitted until Commission vote on application approvals
- Sign must identify developer and contact name/phone number

# Role of Asset Management in the Application Process



# Asset Management Contacts

**Scott Hanak**  
Director of Asset Management  
[shanak@mhdc.com](mailto:shanak@mhdc.com)

**Tasha Douglas**  
Deputy Director of Asset Management  
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**Candace Maupins**  
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**Jeff Waltemate**  
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**MHDC – STL**  
505 N. 7<sup>th</sup> Street  
St. Louis, MO 63101  
20<sup>th</sup> Floor, Ste. 2000  
314-877-1350  
[asset.mgmt@mhdc.com](mailto:asset.mgmt@mhdc.com)

# Information Provided

- City/County Occupancy Reports
- Form 2013 Revenue/Expense Analysis
- Asset Management Application Scoring
- Preservation Letter Requests
- Management Agent Certification

# Occupancy Reports

- Recent three months of occupancy %
- Identify underperforming markets
- Compare to State Occupancy Average - 92% as of 6/30/25

# MHDC Form 2013 Review

- Assist underwriting in determining project's overall viability over initial 15-year period.
- Determine reasonableness of the proposed 1<sup>st</sup> year budget.
- Provide suggestions for developer's consideration based on current portfolio.
- Benchmarking Analysis.

# Form 2013 - Benchmarking Analysis

Statement Analysis Report Statement Analysis

Project Name Management Company Region County City Zip

Start Year Urban/Rural Developer Name Dev Type Category Name Category Group

2023 Family Property and Liability Insurance (Hazard) Multiple Values Selected

Category Group Code Total Units Band Total Unit Audit Report Type APPLY FILTER

48-99

City	Units	Property and Liability Insurance (Hazard)	Cost Per Unit
Kansas City	55	\$ 14,116	\$ 257
Kansas City	50	\$ 16,613	\$ 332
Lee's Summit	75	\$ 72,181	\$ 962
Kansas City	48	\$ 23,149	\$ 482
Kansas City	88	\$ 52,988	\$ 602
Kansas City	50	\$ 18,889	\$ 378
Kansas City	68	\$ 91,650	\$ 1,348
Kansas City	80	\$ 44,532	\$ 557
Kansas City	73	\$ 1,970	\$ 27
Kansas City	78	\$ 96,835	\$ 1,241
Kansas City	96	\$ 88,783	\$ 925
Kansas City	66	\$ 45,615	\$ 691
Kansas City	57	\$ 33,548	\$ 589
Kansas City	58	\$ 59,960	\$ 1,034
Kansas City	59	\$ 60,995	\$ 1,034
Kansas City	53	\$ 36,823	\$ 695
Kansas City	65	\$ 98,977	\$ 1,523

# Form 2013 Budgeting Tips

- Meet with management company to discuss portfolio trends.
- Analyze expenses of existing phases or related properties in the area.
- Review MHDC published data.



# Cost Per Unit Data



[ABOUT US](#) ▾ [SERVICES](#) ▾ [PARTNERS](#) ▾ [PROGRAMS](#) ▾ [NEWS](#) [PUBLIC DASHBOARD](#) [EVENTS](#) ▾

🔍

[HOME](#) / [PROGRAMS](#) / [ASSET MANAGEMENT](#) / [PROGRAM COMPLIANCE](#) / [COST PER UNIT DATA](#)

[Program Compliance](#)  
[Compliance Accounting](#)  
[Compliance Resources](#)

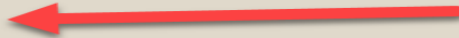
## Cost Per Unit Data

[Housing Programs](#)  
[LIHTC Properties for Sale](#)  
[Transfer of Physical Assets](#)

### Cost Per Unit Data

Annually, MHDC's Asset Management Department publishes a Cost Per Unit report that includes annual operating expense data for each development MHDC received an audit for. The report can be sorted by geographic area, total units, development type or by expense category.

- [2022 Cost Per Unit](#)
- [2021 Cost Per Unit](#)
- [2020 Cost Per Unit](#)
- [2019 Cost Per Unit](#)
- [2018 Cost Per Unit](#)
- [2017 Cost Per Unit](#)
- [2016 Cost Per Unit](#)
- [2015 Cost Per Unit](#)
- [2014 Cost Per Unit](#)



# Cost Per Unit Data

Entire AMRS Portfolio																
2021 Expense Per Unit																
Total Properties: 695																

# Form 2013 Budgeting Tips Cont...

- Include expenses that are expected to reoccur on an annual basis.
- Budget one FTE Manager and Maintenance person for properties with 48 + units and are not part of a multi-phase development.
- Avoid the “Miscellaneous” temptation.
- Common space utilities still need to be budgeted.

# Form 2013 Budgeting Tips Cont...

- Avoid grouping contract related expenses, i.e., snow removal, HVAC, exterminating, vacant unit preparation costs, etc., under the general contracts category.
- Obtain current insurance quotes.
- Indicate any tax abatement.
- Special Needs/Supportive Service Account.

# Special Needs/Supportive Service Account

36) Vacant Unit Prep (Carpets, Painting, Etc.)	#6580	\$3,000
37) Misc. Operating & Maintenance Exp.	#6590	\$0
38) <u>Total Operating &amp; Maint Expenses</u>	#6500T	<b>\$47,490</b>
39) Real Estate Taxes	#6710	\$10,000
40) Property & Liability Insurance	#6720	\$11,000
41) Health Insurance	#6723	\$3,000
42) Workers Comp	#6722	\$1,000
43) MIP Insurance	#6850	\$0
44) Fidelity Bond	#6721	\$250
45) Other Tax Assessments		\$0
46) <u>Other (Describe)</u>		<b>\$12,000</b>
47) <u>Total Fixed Expenses</u>		<b>\$37,250</b>
48) Replacement Reserves		\$10,800
49) <u>Total Expenses</u>		<b>\$161,478</b>
50) No. of Units		36
51) <u>Expenses per Unit</u>		<b>\$4,486</b>

# Property “Busters”

- Unrealistic budgeting.
- Not planning for the end of the tax abatement.
- Not adequately planning for insurance premium and property tax increases.
- Not adequately planning for the end of useful life during the rehab – concrete, roofs, mechanical systems, elevators, etc.
- Security.

# Security Budgeting Policy

- Required for all developments in areas where the market study reports a crime index above two times the current state index or 918 as reported in the [areavibes.com](https://areavibes.com).
- Developments that meet this criteria must address security needs in the development and operating budgets, or provide a detailed explanation why such measures will not be necessary.

NOTE: The state and local factors from [areavibes.com](https://areavibes.com) change annually in the late fall of each year; therefore, any market study update submitted for consideration must include updated crime statistics.

# Management Fees

- Management fee for 2026 will be \$52 per occupied unit.
- Allowed to budget \$52/unit on 2026 applications.
- \$3 increase from 2025.
- Increase is based on prior year HUD OCAF factor.
- 2025 HUD OCAF factor is 5.40%.



# Property Management Scoring Overview

- Property management component represents eight (8) of the overall twenty-five (25) points awarded for Development Team's prior MHDC performance.
- Collaborative feedback with owners, management companies, and MOWHA.
- Property Management component has five (5) scoring categories.
- No Changes in scoring methodology for 2025.

# Property Management Scoring Categories

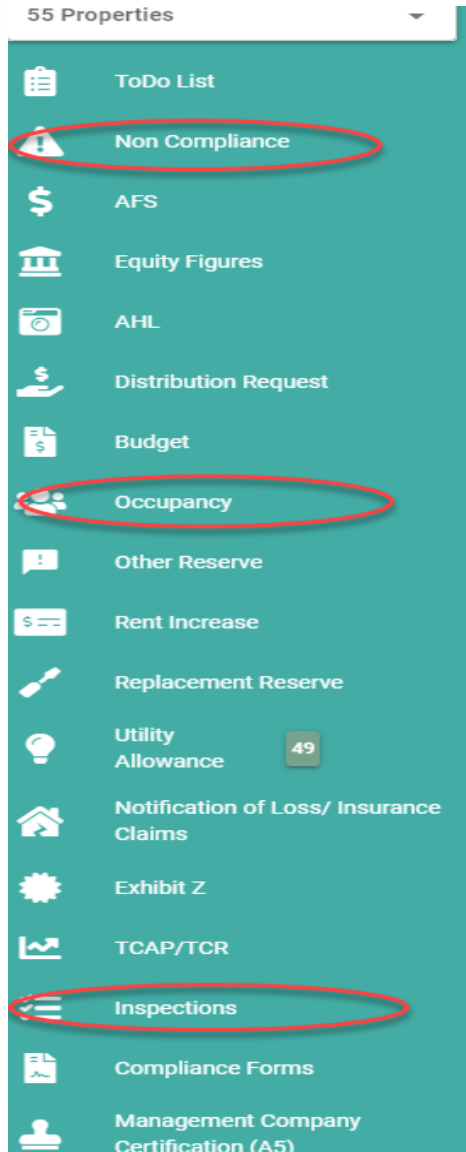
8 pts

- Average Inspection Score – 3 pts
- Total Non-Compliance Events – 2 pts
- Corrected Non-Compliance – 1 pt
- Portfolio Occupancy – 1 pt
- 100% compliant for the year - 1 pt

# Scoring History Through the Years

		NOFA Rounds				
		2025	2024	2022	2021	2020
	8pts	4	4	8	4	3
	7pts	9	10	10	13	1
	6pts	6	5	4	6	7
	5pts	8	2	8	7	9
	4pts	7	8	3	3	6
	3pts	3	-	3	-	6
	2pts	1	1	1	1	2
	1pt	-	-	-	-	6
	0pt	-	-	-	-	-
Total Management Companies		38	30	37	34	40

# Utilizing AMRS for Self Scoring



- Portfolio Reports available to System Administrator and Management Company Admin designees.
- Three types of reports:
  - Non-Compliance
  - Occupancy
  - Inspections

# Average Inspection Score - 3pts

- Score from inspection results from proposed management company.
- Looked at most recent inspection score for all properties in portfolio and assign a value.
- 0 = Unsat Rating; 3= Below Avg Rating; 5 = Satisfactory Rating; 6 = Above Avg Rating; 7 = Superior Rating.
- Total of Inspection Scores/ Total # of inspections performed.

# Average Inspection Score

- Determine physical inspection scores from proposed management company inspections.
- Determine where score falls within the score chart.

Average Inspection Score Chart		
Average Score	Points	Rating
6.99-6.0	3	Superior/Above Average
5.99-5.0	2	High Satisfactory
4.99-4.0	1	Low Satisfactory
3.99 and below	0	Below Average/Unsatisfactory

# AMRS Inspection Report

- Non Compliance
- AFS
- Equity Figures
- AHL
- Distribution Request
- Budget
- Occupancy 5/10/2024
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance 72 7/1/2024
- Notification of Loss/ Insurance Claims
- Exhibit Z
- TCAP/TCR 2 4/25/2024
- Inspections**
- Compliance Forms
- Management Company Certification (A5)
- Users

Inspections (55 rows) <input type="text" value="Search"/>													EXPORT	
Status All	NOFA YEAR		NOFA Look Back Show Last Inspection											
Property Name	Property Number	Management Company	Units	Inspection Date	Last Inspector	Phy	Man	File	OCC	Open?	Inspection NC	Extension Date		
Arden Groves fka Augusta Oaks Apts.	LIHTC #20-024-T-MO	Housing Residential Management Services, LLC	24	9/21/2023	Celia Major	SA	SA	AA	SU	<input type="checkbox"/>	<input type="checkbox"/>			
Birch Tree Apartments, LLC	LIHTC #11-031-T	Housing Residential Management Services, LLC	56	2/08/2022	Bill Hunziker	SA	AA	SU	AA	<input type="checkbox"/>	<input type="checkbox"/>			
Birch Tree Apts II	LIHTC #13-001-T	Housing Residential Management Services, LLC	48	11/27/2023	Bill Hunziker	SA	SA	AA	AA	<input type="checkbox"/>	<input type="checkbox"/>			
Bloomsdale Estates/Pleasant View Estates	LIHTC #14-093-T	Housing Residential Management Services, LLC	56			-	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
California Apartments	LIHTC #16-043-T	Housing Residential Management Services, LLC	40			-	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Chillicothe Estates	LIHTC #91-006T	Housing Residential Management Services, LLC	24	7/17/2014	Rural Development	AA	SU	SU	SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Deer Lick Apartments	LIHTC #98-004	Housing Residential Management Services, LLC	18	8/22/2012	Rural Development	SA	AA	AA	AA	<input type="checkbox"/>	<input type="checkbox"/>			
Diamond Apartments fka Oak Tree Apts.	MHDC #20-403-HTE	Housing Residential Management Services, LLC	80	1/23/2024	Bill Hunziker	SA	SA	SA	AA	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Diamond Sr Apts of Potosi	MHDC #19-040HT	Housing Residential Management Services, LLC	32	8/10/2023	Alicia Starr	SA	AA	AA	AA	<input type="checkbox"/>	<input type="checkbox"/>	12/31/2023		
Dreamer's Estates	MHDC #08-078-H	Housing Residential Management Services, LLC	4	3/13/2023	Paul Padberg	SA	SA	SA	SU	<input type="checkbox"/>	<input type="checkbox"/>			
East Ridge Manor	LIHTC #	Housing Residential Management Services, LLC	80			-	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Farmington Senior Apartments	MHDC #96-674	Housing Residential Management Services, LLC	24	1/25/2024	Alicia Starr	SA	AA	SU	SU	<input type="checkbox"/>	<input type="checkbox"/>			

# Average Inspection Score Example 1

ABC Management Company				
	Phy	Man	File	OCC
Property 1	5	6	6	7
Property 2	7	7	7	7
Property 3	6	5	7	7
Property 4	5	6	6	7
Property 5	5	5	5	7
Property 6	5	6	6	7
Property 7	5	6	6	7
Property 8	5	6	6	7
Property 9	5	6	7	7
Property 10	5	5	7	7
Average Score		6.10		

3 Points

7 = Superior Rating

6 = Above Avg Rating

5 = Satisfactory Rating

3= Below Avg Rating

0 = Below Avg Rating



# Average Inspection Score Example 2

ABC Management Company				
	Phy	Man	File	OCC
Property 1	5	6	6	7
Property 2	3	7	7	7
Property 3	6	5	7	7
Property 4	3	6	6	7
Property 5	5	5	5	7
Property 6	5	6	6	7
Property 7	5	6	6	7
Property 8	5	6	6	7
Property 9	5	6	7	7
Property 10	5	5	7	7
Average Score		5.95		

7 = Superior Rating

6 = Above Avg Rating

5 = Satisfactory Rating

3 = Below Avg Rating

0 = Below Avg Rating

2 Points

# Average Inspection Score Example 3

ABC Management Company				
	Phy	Man	File	OCC
Property 1	5	6	6	7
Property 2	3	7	7	7
Property 3	6	6	7	7
Property 4	3	6	6	7
Property 5	5	6	6	7
Property 6	5	6	6	7
Property 7	5	6	6	7
Property 8	5	6	6	7
Property 9	5	6	7	7
Property 10	5	6	7	7
Average Score		6.05		

7 = Superior Rating

6 = Above Avg Rating

5 = Satisfactory Rating

3 = Below Avg Rating

0 = Below Avg Rating

3 Points

# Total Noncompliance Events – 2 pts

- Total of noncompliance events identified for the management company.
- Total # of noncompliance events / Total number of properties in management portfolio.
- Applications Divided into three tiers.
  - Tier 1 receives 2 pts (Noncompliance range- 0 - .75)
  - Tier 2 receives 1 pt (Noncompliance range- 0.76 - 1.50)
  - Tier 3 receives 0 pts (Noncompliance range- 1.51+)

# Total Noncompliance Events

## Examples

- Management had 5 total noncompliance events and manages 55 properties = noncompliance rate is .09 and receives 2 pts.
- Management had 95 total noncompliance events and manages 12 properties = noncompliance rate is 7.92 and receives 0 points.

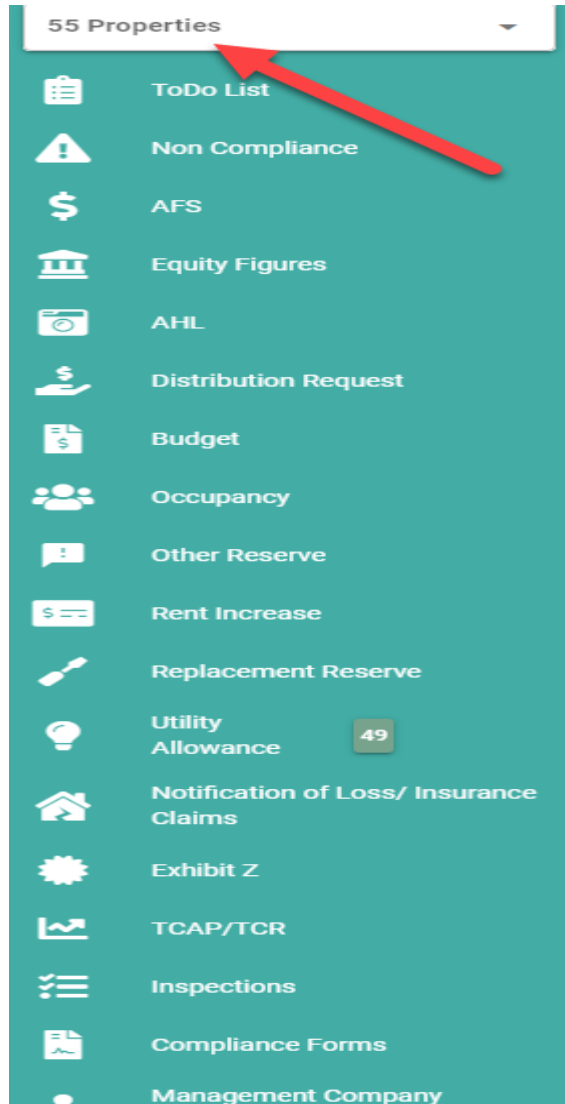
# New Corrected Noncompliance – 1 pt

- Cleared noncompliance; minor open issues = 1 pt
- Open Noncompliance events during scoring period = 0 pts

## Including but not limited to:

- Expired management application;
  - Delinquent mortgage;
  - Unsubmitted AFS;
  - Uncorrected 8823s;
  - Open inspections;
  - Missing compliance exhibits;
  - Unsubmitted COL.
- 
- Noncompliance look back period will be 8/1/24 though 7/31/25.

# Determining Total Number of Properties





















Total Number of Properties in AMRS

**Less:** Project Based Section 8 Only Properties

---

Total Number of Properties in Management Portfolio

# AMRS Non Compliance Report

-  Non Compliance
-  AFS
-  Equity Figures
-  AHL
-  Distribution Request
-  Budget
-  Occupancy 5/10/2024
-  Other Reserve
-  Rent Increase
-  Replacement Reserve
-  Utility Allowance 72 7/1/2024
-  Notification of Loss/ Insurance Claims
-  Exhibit Z
-  TCAP/TCR 2 4/25/2024
-  Inspections
-  Compliance Forms
-  Management Company Certification (A5)
-  Users

Non Compliance Issues (27 rows)

Status: All From: 10/12/2023 To: 05/22/2024 YEARS DATES APPLY FILTER EXPORT

Property	Non-Compliance Date Notified	Pertaining To	Non-Compliance Type	Comments
	10/18/2023	2023	Exhibit 3YDP - Failure to Submit	SystemGenerated
	10/19/2023	Inspection 7.27.23	Inspection - Inspection Items Remain Open	2023 Exh C-28A Letter issued 10.18.2023.
	10/24/2023	2022	AFS - Failure to Respond to Annual Financial Statement Comments	Failed to respond to AFS review comments by the October 20, 2023 due date; no extension was requested.

Non Compliance Issues (2 rows)

Status: Open From: 10/12/2023 To: 04/30/2024 YEARS DATES APPLY FILTER EXPORT

Property	Non-Compliance Date Notified	Pertaining To	Non-Compliance Type	Comments
		3/2024	TCAP/TCR - Failure to Submit Monthly TCAP/TCR statement	SystemGenerated
		3/2024	TCAP/TCR - Failure to Submit Monthly TCAP/TCR statement	SystemGenerated

# Portfolio Occupancy – 1 pt

- Portfolio above 90% = 1 pt
- Portfolio below 90% = 0 pts



# AMRS Occupancy Report

55 Properties

ToDo List

Non Compliance

AFS

Equity Figures

AHL

Distribution Request

Budget

Occupancy

Occupancy Report

Other Reserve

Rent Increase

Replacement Reserve

Utility Allowance 49

Notification of Loss/ Insurance Claims

Asset Management Reporting System

PROGRAM COMPLIANCE RESOURCES

Jeanette Gettemeier

SIGN OUT

Occupancy Report

Projects

Multiple Values Selected

Region

County

City

Zip

PERIODS

RANGE

Start Month Jun

Start Year 2024

Period Length 1 Month

Urban/Rural

Dev Type

APPLY FILTER

Property	Mgmtco Name	Property #	# Units	Dev Type	City	Jun-2024	Period Total
Arden Groves fka Augusta Oaks Apts.	Housing Residential Management Services, LLC	LIHTC #20-024-T-MO	24	Family	Thayer	100%	100%
Birch Tree Apartments, LLC	Housing Residential Management Services, LLC	LIHTC #11-031-T	56	Family	Farmington	86%	86%
Birch Tree Apts II	Housing Residential Management Services, LLC	LIHTC #13-001-T	48	Family	Farmington	100%	100%
Diamond Apartments fka Oak Tree Apts.	Housing Residential Management Services, LLC	MHDC #20-403-HTE	80	Family	Rolla	86%	86%
Diamond Sr Apts of Potosi	Housing Residential Management Services, LLC	MHDC #19-040HT	32	Elderly	Potosi	100%	100%
Farmington Senior Apartments	Housing Residential Management Services, LLC	MHDC #96-674	24	Elderly	Farmington	96%	96%
Fish Haven Apts	Housing Residential Management Services, LLC	MHDC #14-046-MHT	64	Family	Lake Ozark	100%	100%
Fish Haven Estates	Housing Residential Management Services, LLC	MHDC #16-044-HT	44	Elderly	Lake Ozark	98%	98%
Forest Park Apts	Housing Residential Management Services, LLC	LIHTC #12-719-T	32	Family	Joplin	97%	97%
Forest Park North	Housing Residential Management Services, LLC	MHDC #19-057- HT	40	Family	Joplin	95%	95%
Garden Ridge Apartments	Housing Residential Management Services, LLC	MHDC #21-052-HC	16	Family	Centralia	100%	100%
Heritage Meadows	Housing Residential Management Services, LLC	MHDC #02-046HT	40	Elderly	Farmington	92%	92%
Highland Groves	Housing Residential Management Services, LLC	MHDC #20-027- HC	20	Elderly	Sikeston	100%	100%
James Place	Housing Residential Management Services, LLC	MHDC #14-055-HT	40	Family	Springfield	98%	98%
Kodiak Village	Housing Residential Management Services, LLC	LIHTC #19-033-T-DR	36	Family	Neosho	100%	100%
Lilbourn Garden Apartments	Housing Residential Management Services, LLC	MHDC #00-088-HT-8	36	Family	Lilbourn	81%	81%
Logan West Living	Housing Residential Management Services, LLC	MHDC #19-037-MHT	39	Family	Rogersville	95%	95%

Filtered portfolio

Units

Jun-2024

Period Total

Totals1,42794%94%

# 100% Compliant – 1 pt

- Now is its own stand-alone category.
- Often referred to in the past as the “bonus point,” and included in the corrected noncompliance score.
- 2022 – 8 perfect scores; 2024 & 2025 – 4 perfect scores.

# Asset Management Application Scoring Property Acquisitions

- Opportunity to identify troubled properties acquired within calendar years 2024 and 2025.
- Results will be excluded from scoring analysis.
- Owner and management must disclose all properties in the comments section of Application Self Scoring Form.

# Application Self Score Form

**Please complete BROWN colored cells**

Property Name:	T		
Target Population:	Family	Type of Construction:	Rehab
Developer:	V		
County:		Self-Score Total Points:	100

**MHDC has NOT included the following categories for self-scoring: Services, Opportunity Area, Economic Development, Credit Efficiency and Development Team Prior Performance. However; questions about some of these categories need completed at the bottom of this spreadsheet.**

**Phase I - Threshold Documents**

Executed FIN-100	Yes
Application Fee	Yes
Questionnaire	Yes
Financing Letters of Intent	Yes
Notifications	
Chief Executive of Local Jurisdiction	Yes
State Senator	Yes

**Developer comments on items associated with scoring including comments Asset Management should consider when scoring prior performance:**

ABC Management entered into 3 "troubled property" management contracts with XYZ owner in 2023. They are Happy Trails, Happy Heights, and Smallville. Inspection scores and occupancy have been poor, and there were numerous noncompliance items associated with the property at the time of takeover. Please take these properties into consideration during scoring.

# Preservation Letter Review – **New Process**

- Desk review process - [9e Preservation Letter Request Process.](#)
- All preservation letter reviews must be requested by **August 18, 2025.**
- Previous unfunded applications must obtain a new letter that corresponds with the QAP year under consideration.
- MHDC has discretion to request and schedule an on-site inspection.
- Submit all requests to April Huggins at [ahuggins@mhdc.com.](mailto:ahuggins@mhdc.com)

# Management Agent Certification

- Check MHDC's website to make sure your company is certified!
- Exhibit A-5 Management Agent Certification must be submitted in AMRS.
- Initial submission can only be viewed by the Management Company's System Administrator.
- System Administrators can designate additional staff by giving permission in the user's module.
- Management Agent Certification approval letter is saved in AMRS and can be accessed.

# Management Agent Certification

## Asset Management Reporting System

V.2.0



The management companies listed below have been approved as MHDC Certified Property Management Agents to manage properties in Missouri as of 7/24/2024. Interested parties are encouraged to review the list to ensure that the chosen management agent is included, as the list may change periodically. Should you have any questions regarding the status of a management agent, please feel free to contact that management company directly. If you have questions about management requirements in Missouri, please call (314) 877-1350.

MHDC Certified Property Management Agent Listing (102 rows)



EXPORT

# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z View All

Management Agent	Contact	Email	Telephone #	Address	City	Zip
A B Acq. Property Management, LLC	Leah Dougan	compliance@aplusbgc.com	(314) 807-9333	11726 St. Charles Rock Road, Suite H	Bridgeton	63044
AHAB of Springfield, Inc.	Sherry Blair	sblair@ahabhousing.com	(417) 865-4055	430 E Brower	Springfield	65802
Allied Orion Group, LLC (aka Orion Real Estate Services Southeast, LLC)	Catherine Ridgway	cathycha@earthlink.net	660-885-5852	2051 Greenhouse Dr., Ste 300	Houston	77084
Arnold-Grounds Apartment Management & Affordable Housing Specialists LLC	Jimmy Arnold	jarnold@arnoldgrounds.com	(817) 488-2077	920 S. Main Street, Ste 200	Grapevine	76051
B.L. Real Estate Group LLC	Joseph Lucido	bukowiec.lucidoproperty@gmail.com	(314) 749-1911	5239 Wilson	Saint Louis	63110
Beacon Management LLC	Sarah	sgoldman@beacon.co	(402) 341-0892	209 S. 19th Street #100	Omaha	68102
Bell Management, Inc.	Frankie Ginn	fg@bellmanage.com	(417) 624-4144	3609 E. 20th Street	Joplin	64801-5849
Beyond Housing/NHS	Cory Dickens	cdickens@beyondhousing.org	(314) 376-5681	6506 Wright Way	Saint Louis	63121
BH Property Manager, LLC	Cory Dickens	corydickens@beyondhousing.org	(314) 376-5681	6506 Wright Way	Pine Lawn	63121
Boone County Family Resources	Laura Cravens	lcravens@bcfr.org	573-874-1995	2700 West Ash St	Columbia	65203

<https://mhdc.com/programs/asset-management/program-compliance/compliance-resources/management-certification-and-fees/>



# Management Agent Certification

- System Administrators and all Designated users will see this banner.

Bell Management Inc's Asset Management Certification will expire on 10/10/2021 and is due on 7/10/2021

[SUBMIT CERTIFICATION](#)



# Management Agent Certification

## Finding the Management Company Approved Management Certification letter

The screenshot displays the 'Asset Management Reporting System' interface. On the left is a teal sidebar with a menu of options: Non Compliance, AFS, Equity Figures, AHL, Distribution Request, Budget, Occupancy (5/10/2024), Other Reserve, Rent Increase, Replacement Reserve, Utility Allowance (72 7/1/2024), Notification of Loss/ Insurance Claims, Exhibit Z, TCAP/TCR (2 4/25/2024), Inspections, Compliance Forms, Management Company Certification (A5) (circled in red), and Users. The main content area has a header with 'Management, Inc.' and 'A5 Certifications (2 rows)'. Below this is a table with columns: Contact, Email, Address, Date Submitted, Reporting Quarter, Status, Approved Terms, Expiration Date, Letter Sent Date, and Actions. Two rows of data are shown. The second row's 'Actions' column contains a red circle around a download icon.

Contact	Email	Address	Date Submitted	Reporting Quarter	Status	Approved Terms	Expiration Date	Letter Sent Date	Actions
			5/12/2022	Q2	Approved	1	6/30/2023	5/18/2022	
			3/9/2023	Q2	Approved	2	3/31/2025	4/6/2023	

# Programmatic Overview and Requirements

# Agenda

- Low Income Housing Tax Credits
- Fund Balance and TCAP
- HOME
- HTF
- HOME-ARP
- Section 811 Project-Based Rental Assistance
- Additional Requirements
- Fund Balance and TCAP

# Low Income Housing Tax Credits

# Tax Credits

- Provides a dollar for dollar credit on tax liability of individuals or corporations
- Rental housing developments are eligible for credits if:
  - At least 20% of the units are affordable to households at 50% AMI, adjusted for family size or,
  - At least 40% of the units are affordable to households at 60% AMI
  - At least 40% of the units are affordable to households averaging 60% AMI, designations in 10% increments between 30%-80%
- Maximum rent limits determined by HUD

# Tax Credits

- IRS determines each state's federal credit allocation
- Two major types: 9% and 4%
- LIHTC is limited to a percentage of total costs, based on depreciable basis and the percentage of affordable units in the development
- Missouri State LIHTC Program
  - State 9% credits: 70% match to Federal 9% credits
  - State 4% credits: Up to \$6,000,000 annually

# State LIHTC Accelerated Redemption

- Pilot program for developments to accelerate redemption of State LIHTC
- Available up to 50% of total State LIHTC
- Annual State LIHTC available for redemption in first five years of redemption period equal to Federal LIHTC
- Remainder distributed equally over remaining years

# Nonprofit Set Aside

- Pursuant to code, at least 10% of available 9% credit allocated to developments that involve a qualified nonprofit organization
- Housing Priority in QAP
- Receive 45 points in Phase II
- Section 42(h)(5)(C) of the Code defines a qualified nonprofit organization as
  - Having a 501(c)(3) 501(c)(4) nonprofit designation
  - Express purpose of fostering low-income housing as stated in bylaws or Articles of Incorporation
  - Owns interest and materially participate in development
  - Not affiliated or controlled by for profit



# Nonprofit Set Aside Material Participation

- Section 469(h)(1) requires that the nonprofit be “involved in the operations of the activity on a basis which is regular, continuous, and substantial”
- Material participation is most likely to be established in an activity that constitutes the principal business/activity of the taxpayer
- The services provided must be integral to the operations of the activity. Simply consenting to someone else’s decisions or periodic consultation with respect to general management decisions is not sufficient
- Participation must be maintained throughout the year; periodic consultation is not sufficient
- Regular on-site presence at operations is indicative of material participation.
- Providing services as an independent contractor is not sufficient
- Material participation must occur outside compliance period

# Nonprofit Set Aside Material Participation

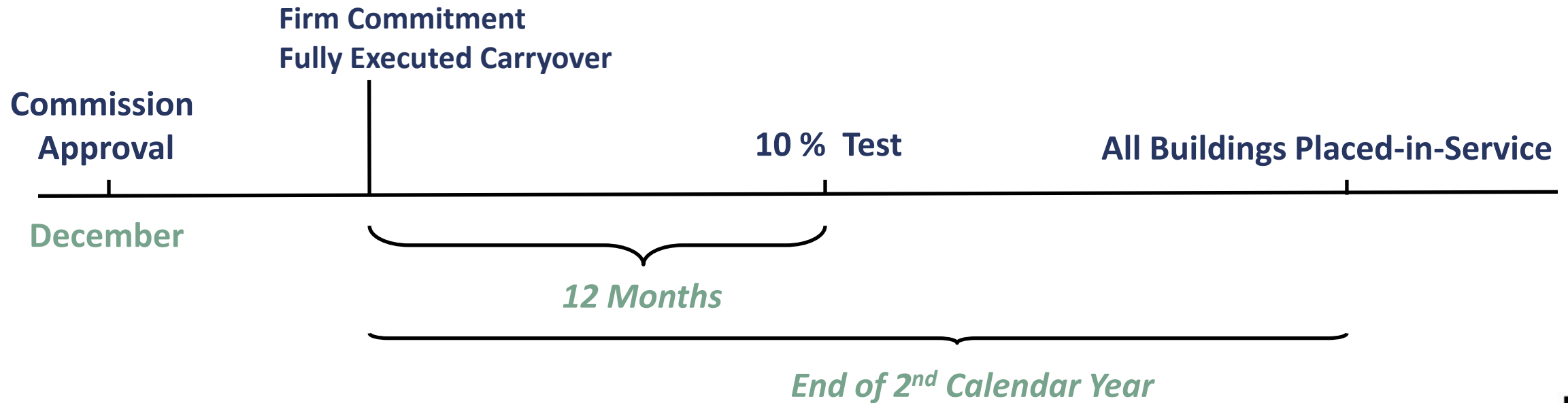
## Present

- Has a general partner (GP) or co-GP interest, or managing member interest in LLC
- Is involved in day-to-day activities, or on a regular, not sporadic basis, throughout the year
- Is onsite regularly
- Hires third party management but pays the management company and management company reports to nonprofit, involving the nonprofit in regular decision making
- Is involved more than 500 hours a year; or is involved more than 100 hours a year and this participation is not less than any other owner

## Not Present

- Only has a limited partner role or investor member role
- Participates sporadically
- Passively consents to decisions by the management
- Is involved less than 100 hours a year
- Is not onsite regularly
- Third party management is supervised by for-profit entity

# Tax Credit Deadlines (9% Credits)



# Carryover and 4% Agreements

- All 9% projects receive a Federal Carryover Allocation Agreement
- If 9% project receives State LIHTC allocation, then project receives State Carryover Allocation Agreement
- All 4% projects receive a Federal Tax Credit Authorization Agreement (4% Agreements)
- If 4% project receives State LIHTC allocation, then project receives State Tax Credit Authorization Agreement
- Executed at firm commitment

# MHDC Fund Balance & TCAP

# MHDC Fund Balance

- \$19,000,000 estimated in 2026 NOFA
  - \$14,000,000 construction only
  - \$5,000,000 construction and permanent
- 5% construction interest rate
- 1% construction fee
- 5.25% permanent interest rate
- 1% permanent fee
- Must follow MHDC Construction Disbursement Guidelines

# MHDC TCAP

- \$1,700,000 estimated in 2026 NOFA
- 5% construction interest rate
- 1% construction fee
- 5.25% permanent interest rate
- 1% permanent fee
- Must follow MHDC Construction Disbursement Guidelines

# HOME Program



# HOME Program

- The HOME Investment Partnerships (HOME) program provides funding to support affordable housing activities for low-income families
- MHDC utilizes portion of annual allocation from HUD to support the development of rental housing
- Income Limits
  - HOME Assisted Units occupied by low-income households (<80% AMI)
  - If 5+ HOME units, then 20% must be occupied by very low-income households (<50% AMI)
- Rent Limits
  - Low-HOME: 30% at 50% or FMR
  - High-HOME: 30% at 65% or FMR
- Affordability Period
  - Rehabilitation – minimum 15 years, new construction - 20 years

# CHDO Set-Aside

- Community Housing Development Organization (CHDO)
  - Private nonprofit, community-based organization with staff capacity to develop affordable housing for the community it services
  - 15% of annual allocation set-aside for CHDO projects
- CHDO must control project: owner/developer/sponsor
- CHDO Certification
  - Legal structure
  - Independence
  - Community Accountability
  - Capacity
  - Role Grants available for CHDO operating assistance

# Housing Trust Fund

# HTF Program

- The Housing Trust Fund (HTF) is a federal program authorized by the Housing and Economic Recovery Act of 2008 to increase and preserve the supply of housing for people with the lowest incomes, including families experiencing homelessness
- Funding is awarded through an annual formula allocation to states
- Income Limits
  - Extremely low-income households (<30% AMI)
- Rent Limits
  - Rents plus utilities are capped at 30% of the income of a household whose income is 30% AMI
  - If HTF unit receives federal or state project-based rental subsidy, the maximum allowable rent is the allowable rent under the subsidy program, as long as the tenant does not pay more than 30% of their adjusted income
- Affordability Period
  - 30-year period of affordability

# HOME-ARP

# HOME-American Rescue Plan (ARP) Program

- *One-time stimulus funds provided by the American Rescue Plan to address homelessness assistance and supportive services through the existing HOME Program with special requirements and waivers.*
- *Target investments in housing and other assistance for people experiencing or at imminent risk of homelessness, or other vulnerable populations.*

## Funds Available

- \$27,200,288 for AH
- \$18,150,000 awarded
- **\$9,050,288 remaining**

## Unique Opportunity

- 1% interest in Construction
- 0-1% interest in Permanent
- Operating Cost Assistance

# HOME Regulatory Waivers

- No per-unit construction cost limit
- No Build America Buy America (BABA)
- No FMR limit on Low-HOME Rents
- Portion of units can be for low-income households

## Unit Mix



- At least 70% of units for Qualifying Populations
  - Homeless, At-Risk (30% AMI), DV
  - Other Populations
    - Once Homeless, got assistance, need help again (no AMI% requirement)
    - Spending over 50% of income on housing (30% AMI)
    - Meet some At-Risk criteria (50% AMI)
- Up to 30% of units for Low-Income Households (80% AMI)



# HOME-ARP Qualifying Populations

1. Homeless
2. At-risk of homelessness
3. Fleeing/attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
4. Other populations where assistance would:
  - a. Prevent the family's homelessness; or
  - b. Serve those with the greatest risk of housing instability
5. Veterans and families including veteran member that meet one of the preceding criteria

# Rent Limitations

## ■ Qualifying Population Units

- Low-HOME Limits without FMR
  - 30% of 50% AMI

## ■ Low-Income Units

- High-HOME Limits; Lesser of:
  - 30% of 65% AMI
  - FMR

## ■ Subsidies

- Rent limit equals subsidy limit

Unit Detail									Primary Unit Designation			Secondary Unit Designation													AMGI Designation
Unit Count	Building #	Unit Number	# of Bedrooms	# Bathrooms	Sq Ft per Unit	Unit Rent	Utility Allow	Monthly Gross Rent	MHDC Prgm	Market	Employee	LIHTC	HOME	NHTF	Rural Dev.	AHAP	SA - Vuln. Pop	SA - Perm. Sup. Housing	Companion Living	811	Workforce	PBS8	Accessible	Public Housing	
1	1	A	1	1	700	627	0	627	x			x					x								30%
2	1	B	1	1	700	627	0	627	x			x	x				x								30%
3	1	C	1	1	700	1000	0	1000	x			x	x				x					x			30%
4	1	D	1	1	700	1045	0	975	x			x	x												50%
5	1	E	1	1	700	1183	0	1183	x			x	x												80%

# Operating Reserve

- Separate from regular Operating Reserve
- Covers operating expenses and rent difference
- Two Reserves
  - HOME-ARP Operating Reserve (**REQUIRED**)
    - Cover 6 months of operating costs for the HOME-ARP Units
  - HOME-ARP Rental Reserve
    - Covers amount of rent that client cannot pay

79)	Other Escrow(s):	HOME-ARP Operating Reserve	\$100,000
80)	Other Escrow(s):	HOME-ARP Rental Reserve	\$200,000

# HOME-ARP Requirements



Must submit Development Questionnaire



Client eligibility certification



Project-specific waitlist



Referral Agency



Recommend using HOME-ARP Unit Analysis

# Best Projects



Family



Income  
Targeting



Service  
Enriched



Vulnerable  
Population



Rental  
Assistance

# Missouri Section 811 Project- Based Rental Assistance

# Missouri Section 811 PRA Eligibility

- Must be awarded federal LIHTC by MHDC
- Must apply and qualify for Service Enriched Housing priority
- Must be multifamily and not be restricted to senior residents (age 62+)
- Must not have occupancy preference for persons with disabilities or more than 25% of the total units used for supportive housing for persons with disabilities
- Units must meet the program criteria for unit integration and accessibility
- The property must be willing to meet all requirements set forth by HUD to ensure eligibility for Section 811 PRA funds
- Owner, property management company, and affiliates must be in good standing with MHDC

# Missouri Section 811 PRA

- Program Description

- Federal program which provides funding for Project-Based Rental Assistance (PRA) vouchers to increase the supply of supportive housing for persons with disabilities.

- Eligible Funding Uses

- Project-based rental assistance.
- Cannot be used to fund any development costs.

- Program Requirements

- Agreement to enter a Rental Assistance Contract, 30-Year Use Agreement, & more

- Target population

- Extremely-low-income persons with disabilities, between the ages of 18 and 61 (non-elderly)
- Direct referrals will be received from Department of Social Service and Department of Mental Health approved programs, including Missouri's Show Me Home program



# Additional Requirements

# Additional Requirements

- Labor Standards: Davis Bacon
  - Required for more than 12 HOME or HOME-ARP assisted units
  - Requirements are passed through to all contractors/subcontractors
- Section 3
  - Provide employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons
  - Required compliance for all MHDC developments
  - Requirements as passed through to all contractors/subcontractors
- Build America, Buy America
  - Compliance required for developments utilizing HOME or HTF resources
- Environmental Compliance
  - State and local compliance required for all MHDC developments
  - Federal compliance required for developments utilizing HOME, HOME-ARP, or HTF resources
- Relocation: URA, RSMO 523.205
  - Required for all MHDC developments with rehabilitation or demolition
  - Relocation compliance begins at time of development approval to ensure adequate documentation of compliance

# Build America, Buy America

[MHDC.com](http://MHDC.com)

# Build America, Buy America

- Build America Buy America (BABA) Act requires that all iron and steel, construction materials, and manufactured products used in federally funded infrastructure projects are produced in the United States
  - Iron and Steel
  - Construction Materials
    - Includes raw materials used in construction, such as glass, plastic, drywall, lumber, other metals
  - Manufactured Products
    - Processed into a specific form or shape
    - Combined with other articles, materials, or supplies to create a product with different properties than the individual articles, materials, or supplies
- Applies to 2026 HOME and HTF Developments
  - Understand impact on construction costs/bids
  - Identify contract language and documentation requirements

# Build America, Buy America

- Requirements:

- Include language in any procurement bid/contract documents to ensure BABA compliance by contractors
- Documentation/certification of Made in America from vendor/supplier of covered materials

- Project Level Waivers:

- Public Interest
- Nonavailability
- Unreasonable Cost
  - Increase overall project cost by more than 25%

# Environmental Compliance

# Environmental Compliance

- Environmental Review Completion

- An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards.
- Level of review varies based on the type of funding

- Project Description

- A complete and clear explanation of the full scope of work is necessary

- Other HUD Funds

- If development will receive HUD funds from another Missouri entity, MHDC will complete the Environmental Review process in partnership with other entity
  - i.e., HOME, HOME-ARP, CDBG, CDBG-DR

- Mitigation

- Mitigation measures or conditions may be required after environmental clearance to maintain compliance

# Choice-Limiting Action

- Definition: “One that may have an adverse impact on the environment or limit the choice of reasonable alternatives.”
- Prohibits physical activity, including acquisition, rehabilitation, and construction, as well as contracting for or committing to any of these actions
- From date of application submittal to notification from MHDC for environmental clearance, no participant in the development process may commit non-HUD funds or undertake any activity
- An option agreement on a proposed site or property is allowable if the option is subject to completion of environmental review
  - Cannot be a legally binding contract or agreement
  - See MHDC Application Site Control Memorandum



# Environmental Review Roles

## MHDC Roles

- Responsible entity
- Determination of Level of Review
- Evaluate scope of work
- Evaluate for compliance with National Environmental Policy Act (NEPA)

## Developer Roles

- Site Plan, surveys, maps, reports (LBP, Asbestos, Radon, Phase I)
- Supply Partner Worksheets filled out with documentation
- Engage Environmental Professional
- Completion of additional evaluation resources, per MHDC request
- Communicate changes in a timely fashion

# Environmental Review Items

- **Noise** - ≤65 dB
  - Proximity to roads, railways, and airports
- **Airport Hazards** – 2,500 ft. of civilian and 15,000 ft. of military airport
- **Air Quality** – non-attainment status
- **Contamination & Toxic Substances** – Phase I/II, Vapor Encroachment Screening
  - Sites that had mechanics, dry cleaners, or farms that may have used pesticides could cause further inspections
- **Endangered Species**
- **Explosive & Flammable Hazards** – Above ground storage tanks
  - 1 mile radius around the site; size and material inside make a difference

# Environmental Review Items

- **Farmlands Protection – Urbanized Area**
  - Check TigerWeb website with 2020 Census data
- **Floodplains/Wetlands – Recent update to regulations**
  - Gives leeway to sites in floodplain or wetland; may have to rise site above floodplain for approval
- **Historic Preservation**
  - Let MHDC know about site changes as SHPO and tribes will need to be notified
- **Environmental Justice**
  - Pull EJ Report from EPA's website EPA EJScreen
- **Other Items:**
  - Radon
  - Asbestos
  - Stormwater

# Relocation

# Relocation Requirements

- Applicants seeking funds through any MHDC-administered program for developments with existing tenants are required to follow MHDC's Relocation Assistance Policy
- Four stages of relocation process:
  - Stage 1: Application Documents
  - Stage 2: Firm Submission Documents
  - Stage 3: Ongoing Reporting Documents
  - Stage 4: Development Completion Documents
- Note documentation and processes required for future stages to ensure proper planning and data collection
- Application Issues:
  - Identify Relocation Contact
  - Use current forms
  - Include tenant demographic information

# Relocation Requirements

- Stage 1 – Application Documents:
  - Acceptance of MHDC Relocation Policy Form
  - Current Tenant List & Demographic Information
  - Drafts of Tenant Notices
    - General Information Notice (GIN)
    - 30-Day Notice/Notice of Displacement
    - 90-Day Notice/Notice of Eligibility
  - Audited financial statements (most recent 3 years)
  - Relocation Plan

# Relocation Requirements

- Uniform Relocation Act - General Information Notice:
  - Documentation is required if the potential for relocation exists, regardless of ownership of property or current site control at application submission
  - Tenant tracking begins with the tenant list submitted with your application
  - Demonstrates collaboration between buyer & seller and shows buyer's planning for relocation activities is in tenants' best interests
  - Tenant tracking begins with the tenant list submitted with your application
  - Tenants will also receive either a Notice of Non-Displacement OR Notice of Relocation Eligibility after closing, but before they move

# Multifamily Application & Administration Portal (MAAP)



# Agenda

- Introduction
- MAAP Resources
- MAAP Roles
- Application Demo

# Introduction

- Multifamily Application & Administration Portal (MAAP)
- Web-based solution for the online submission of MHDC multifamily applications
- Will streamline the submission and review of application information
  - Enables applicants to edit, share, and submit applications to MHDC
  - Replaces the existing FIN-100, FIN-125 and other application documents
- Additional pages/features built over time

# 2026 Applications

- 2026 applications will have dual submission
- Deadline for application submission to ShareFile link: September 17<sup>th</sup>
- Deadline for application submission to MAAP: October 10<sup>th</sup>
- Early submission encouraged

# MAAP Resources

- Walkthrough Webinar
- Website materials
  - Application Guide
  - MAAP Uploads Checklist
  - FIN-125 Checklist includes MAAP location
- Support email: [maap.support@mhdc.com](mailto:maap.support@mhdc.com)
- Office Hours

# Key Dates

Date	Time	Event
Wed, July 30	8:30 am	Application Workshop
Wed, Aug 13	1:00 pm	MAAP Office Hours # 1
Wed, Sept 17	5:00 pm	ShareFile Application Due
Mon, Sep 22	10:00 am	MAAP Office Hours # 2
Mon, Oct 6	10:00 am	MAAP Office Hours # 3
Fri, Oct 10	5:00 pm	MAAP Application Due

# Account Setup

- Each developer will create developer account
- Application created from developer account
- Developer accounts can have multiple applications

# Roles

- Entity Gate Keeper
- Contributor User
- Contributor Read Only

# Entity Gatekeeper

Manage Users  
Manage Developer  
Invite Users  
Create Applications  
Write Applications  
Read Applications  
Submit Applications

- Certifies all information provided in application
- Able to submit applications
- Authorized signatory for developer
- Creates developer account
- Creates application
- Invites contributors



# Contributors

Write Applications  
Read Applications

Read Applications

## Contributor

- Enters application information
- Reviews application information

## Contributor Read Only

- Reviews application information

# MAAP Application Pages

1. General Information
2. Site Information
3. Building Information
4. Unit Detail
5. Development Characteristics
6. Housing Priorities
7. Costs
8. Developer Fee Structure
9. Sources
10. Operating budget
11. Requested Programmatic Sources
12. Subsidies & Existing Restrictions
13. Developer & Ownership Information
14. Development Team Contacts
15. Financial Contacts
16. Other Uploads
17. Pro Forma

# MAAP Application Pages

- 1. General Information**
- 2. Site Information**
- 3. Building Information**
- 4. Unit Detail**
5. Development Characteristics
6. Housing Priorities
- 7. Costs**
8. Developer Fee Structure
- 9. Sources**
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12. Subsidies & Existing Restrictions
- 13. Developer & Ownership Information**
14. Development Team Contacts
15. Financial Contacts
16. Other Uploads
- 17. Pro Forma**

# *Application Overview*

# Resources

- Website materials
  - Application Guide
  - MAAP Uploads Checklist
  - FIN-125 Checklist includes MAAP location
  - Walkthrough Webinar
- Office Hours
  - Aug 13 – 1:00 pm
  - Sep 22 – 10:00 am
  - Oct 6 – 10:00 am
- Support email: [maap.support@mhdc.com](mailto:maap.support@mhdc.com)

# Application Materials & Submission

# Application Submission

- All applications must be submitted through two methods:
  1. ShareFile Electronic Document Submission
  2. MAAP Online Submission
- Documents submitted in ShareFile are the application of record
- Submission in MAAP is required for application to be considered complete

# Application Deadlines

Deadline	Requirement
Monday, August 18, 2025 @ 5:00 p.m.	MHDC Preservation Letter Request
Wednesday, September 10, 2025 @ 5:00 p.m.	Application Waiver Request
Friday, September 12, 2025 @ 5:00 p.m.	ShareFile Folder Link Request
Wednesday, September 17, 2025 @ 5:00 p.m.	ShareFile Electronic Application Submission Application Fee Payment
Friday, October 10, 2025 @ 5:00 p.m.	MAAP Application Submission



# ShareFile Submission Process

1. Email [application@mhdc.com](mailto:application@mhdc.com) before 5:00 p.m. on September 12, 2025 and request an application link for each individual application
2. Respond to MHDC request for information
  - 9% or 4%
  - Development Name, Location
  - Applicable Application Fee
3. Receive individual ShareFile application folder link & PayPal invoice
  - Folder link can be shared amongst organization/consultants, etc.
4. Upload application documents into ShareFile folder
5. Access to folder expires at application deadline of 5:00 p.m., Wednesday, September 17, 2025

# Folder Access

- Enter email, name, organization
- No registration or password required

To continue, please enter your information below.

Email

First Name

Last Name

Company

☐ Remember Me

Continue

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

# Folder View

- Drop-box type of access
- Browse computer files or drag and drop documents

File Request from Julie Smith at Missouri Housing Development Commission

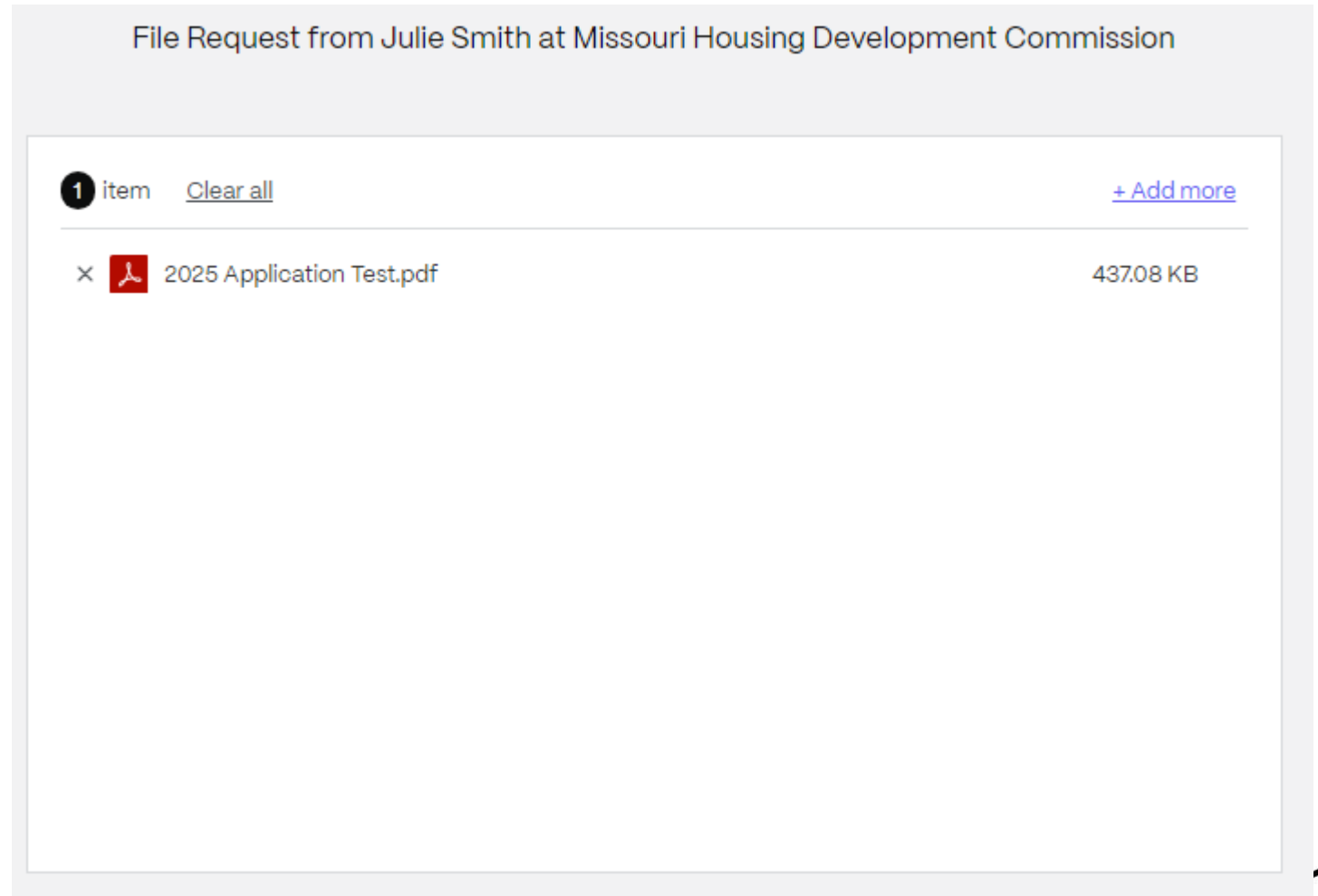


Drag files here

[Browse files](#)

# Document Upload

- Each uploaded document will show up in the list
- Documents must be uploaded individually
  - No folders, zip folders, etc.
  - Multiple page documents are acceptable



# Document Upload

- Document will appear in folder
- Click blue “Upload” button in bottom left corner



File Request from Julie Smith at Missouri Housing Development Commission

1 item [Clear all](#)

[+ Add more](#)

x  2025 Application Test.pdf

437.08 KB

Upload



# Document Upload

- After document is uploaded, it appear in the list and the file upload icon will appear again
- Can delete documents after uploading
- Upload date/time will show

File Request from Julie Smith at Missouri Housing Development Commission



2025 Application Test.pdf

Uploaded

437.08 KB



Drag files here

[Browse files](#)

# ShareFile Upload Tips

- Do not use the ShareFile folder for document management, this is intended for application submission only
  - It is highly recommended to upload all documents at one time rather than documents over time
- If exiting browser, will not be able to see document list anymore
- When uploading documents, select one document at a time and upload individual files
- Save files to your computer folder and then drag or browse and select the file you want to upload
- Do not upload files from zip folders

# MAAP Submission Process

*Multifamily Application & Administration Portal is now available!*

1. Create user account
2. Create developer account
  - Invite other users/contributors
3. Create application(s)
4. Enter application data and upload exhibits and forms
5. Submit application



# 2026 Application Materials

- Posted on MHDC website
  - Be aware of updated documents, as posted or emailed
- NOFA, QAP, Developer's Guide
- FIN-125 Checklist
- FIN-100 Workbook
  - Must register to download workbook
- Application Forms
  - MHDC-created forms, does not include external documents
  - Use currently posted forms, some forms have updated questions or fields
- Reference Documents
  - Resource documents to support application completion

# FIN-125: Application Checklist

- Lists all application document requirements
- Details documents required for applications
  - Documents required for all applications (ex: Market Study)
  - Documents required if... (ex: Housing Priorities section)
  - Either/or documents required (ex: Site Control)
- Specifies naming convention and file type
- Indicates if form is on MHDC's website
- References where requirement located in MAAP
  - Upload vs. entry field

# 1. Application Documents

## a. FIN-100

- Submit both Excel and PDF versions
- Include signed certification page in PDF version
- Use 2026 version, previous versions not acceptable
- Follow instructions on first page of workbook – do not “Save As” or workbook will have to be completed again

## b. FIN-100 Addendum

- Submit both Excel and PDF versions

## c. Identity of Parties FIN-101

- Identify all parties in Development Team
- Identity of Interest Disclosure, review Identity of Interest definition
- MAAP: Other Uploads Page/built into application data entry fields

# 1. Application Documents

## d. Developer Fee Structure Addendum

- Required if the project has multiple developers or a consultant
- List all parties that will draw from developer/consultant fee
- If the consultant is not providing development guarantees, then the maximum allowable consultant fee cannot exceed 30% of the total developer fee

## e. Application Self-Scoring Form

- Utilize 2026 version

## f. Development Questionnaire

- Utilize 2026 version
- Provides justification/explanation of out-of-the-ordinary costs and expenses

## g. Application Fee

- All applicants required to pay application fee through PayPal
- Invoice provided when applicant is provided the ShareFile folder link
- Include copy of payment receipt with application submission
- Fee Requirements: Standard Fee: \$2,000 / Nonprofit Priority fee: \$750
- MAAP: Developer Fee Structure Page, Other Uploads Page

# 1f. Development Questionnaire

## ■ Development Characteristics:

1. Describe type of development, population served
2. Describe amenities, design, or services

## ■ Financials and Feasibility:

1. Describe financial structure and feasibility
  - If including basis boost, explain why boost is needed
  - Provide explanation of “Other costs”, FF&E breakout
2. If requesting MHDC loan resource:
  - a. Provide alternate financing if MHDC loan unavailable or reduced
  - b. Provide detail on development changes needed if MHDC loan unavailable or reduced
3. Provide information on unique milestones of development that could impact timeline
4. Describe communication with syndicator/investor and attractiveness of proposal to investors
5. If rehabilitation proposal:
  - a. Explain plan for current debt, including current balance(s), new terms if applicable
    - a. If MHDC debt is not paid off, must include letter from MHDC Director of Finance identifying new terms
  - b. Explain current reserve and plan for use in proposal, including current balance(s)
  - c. Provide average yearly unit turnover rate, explain anticipated changes to existing rents
  - d. Provide detail on how income during construction is calculated and unique circumstances of occupancy
  - e. Provide detail on changes to operating costs or unique circumstances related to operating budget

# 1f. Development Questionnaire

## ■ **Market Characteristics:**

1. Describe rent structure, how rents compare with others in area
2. For rehabilitation proposals, explain current rents per bedroom size
3. For rehabilitation proposals, explain rents increases
4. Describe how application addresses housing need
5. Explain what development brings to market compared to other properties

## ■ **Site Control and Identity of Interest:**

1. Description of timeline for site control
2. Explain if/how acquisition is Arm's Length Transaction or Identity of Interest Transaction

## ■ **Community Impact:**

1. Explain local support/opposition
2. Describe catalytic effect of development on community

## ■ **Narrowing Digital Divide:**

1. Address compliance will be met for HUD Broadband Rule

## ■ **Development Team Characteristics:**

1. Identify key development team members and provide experience, describe roles, etc.

## ■ **Other Salient Information:**

1. Provide any other important or unique characteristics

## 2. Site Review

### a. Development Location Map

- Provide two maps:
  1. Community-wide map identifying site with respect to town or to two large thoroughfares for metropolitan areas
  2. More detailed map showing property within context of 5-10 block area with clear site boundaries

### b. Site Photographs

- Color photos
- Include surrounding properties and landmarks

### c. Site Plan or Subdivision Plan

- Subdivision map if single-family homes, lots must be outlined
- All other proposals site plan identifying footprint(s) of building and site amenities
- Include distances from perimeter to building

### d. FEMA Flood Map

- Clearly mark subject boundaries
- Include panel number and map date

### ■ MAAP: Site Information Page

# 3. Applicant Site Control

- a. Buyer Deed
- b. Buyer Site Control Option
- c. Buyer Site Control Lease Agreement
- d. Buyer Site Control Other
- e. Scattered Site Addendum (required for scattered site proposals)
- Evidence of applicant site control must clearly link current owner to eventual ownership
- If requesting HOME/HOME-ARP/HTF must have 100% site control of all application sites
  - Purchase option agreement vs. conditional contract
  - Specific language requirements, reference [HUD Memo](#)
  - Different restrictions/circumstances for use of either option or conditional contract
- All developments not requesting HOME or other HUD financing must demonstrate proper site control for at least 50% of sites
- MAAP: Site Information/built into application data entry fields



## 4. Market Study

### a. Market Study

- Must be prepared by approved provider firm on MHDC Approved Market Study Firms
- Must follow Market Study Guidelines
- Must be dated within 6 months of application
  - If within 24 months, update letter must be provided

### b. Market Study Form 1300

- Completed by Market Analyst
- MAAP: Other Uploads Page

# 5. Preliminary Financing Commitments

- a. Federal LIHTC Financing Commitment/LOI
- b. State LIHTC Financing Commitment/LOI
- c. Federal Historic Credits Financing Commitment/LOI
- d. State Historic Credits Financing Commitment/LOI
- e. Financing Commitment Non-MHDC
  - a. For existing debt, include letter from current lender stating the loan qualifies for assumption/restructuring
- f. MHDC Participation Loan
- g. MHDC Financing Fee Addendum
  - Use to detail complicated loan fee structures
  - Identify fees within development costs

# 5. Preliminary Financing Commitments

## h. Income During Construction

- Income from operations during construction must be included as a source of funds

## i. Current Rent Roll

- Required if existing tenants

## j. Rental Assistance Commitment Letters

- i. Required for proposals including Rental Assistance

## k. Rental Assistance Calculator

- i. Required for Developer Funded Rental Reserve

- MAAP: Sources Page, Other Income Summary Table, Other Uploads, Subsidies & Exiting Resources Page

# 5. Preliminary Financing Commitments

- Credit Commitment Requirements:

- Reflect ownership percentage & amount of annual credits to be purchased
- Price per dollar of credit
- Total capital contribution
- Detail syndication costs and asset management fees
- One letter can be used for multiple equity types

- Non-MHDC Financing Commitment Requirements:

- Interest rate
- Loan term / amortization term
- Maximum loan amount
- 2<sup>nd</sup> position to MHDC Fund Balance if requesting MHDC Fund Balance and not a Participation Loan
- No variable rate permanent loans
- No permanent loans with balloon payments due before year 18

## 6. Seller Site Control

- a. Seller Site Control Deed or Seller Title Commitment/Policy
- b. Seller Contract Last Arm's Length Transaction or Seller Settlement Statement for last Arm's Length Transaction
- c. Seller Certification FIN-305
- d. Legal Description
  - Must be included as separate exhibit
  - Narrative if site being purchased larger than development
  - Clearly label legal descriptions for multiple-parcel single-family
- e. Previous Environmental Phase I or Phase II Report(s)
  - MAAP: Site Information Page

# 7. Public Official Contact Verification

- a. Notification Chief Elected Official
- b. Notification State Senator
- c. Notification Representative
- d. Notification City Councilperson or Alderman
- e. Notification Housing Authority Executive Director
- f. Notification School Superintendent
- g. Notification Head of Local Law Enforcement
- h. Letter(s) of Support (optional)
  - MAAP: Site Information Page

# 7. Public Official Contact Verification

- Letters must include the population being served, the number of units proposed, and any other relevant information demonstrating the official has received a sufficient description of the proposed development
- For all notifications - include a copy of the letter and certified mail delivery receipt
  - If there is no city resolution – must provide proof that all council members/alderpersons have been notified in all districts abutting the district the proposal is located
- Emails may serve as contact verification if the email describes the proposed development
  - The documentation of contact verification must be an email chain showing the initial email to the contact and the email responses from the contact
  - It must be obvious from the email reply the name and position of the contact

## 8. Statutorily Required Documents

### a. IRS 8821

- All general partners or members of the developer/ownership entity
- All key principals of developer/ownership entity
- All guarantors
- Complete Section 1 and sign and date Section 6

### b. MO 8821

- All general partners or members of the developer/ownership entity
- All key principals of developer/ownership entity
- All guarantors
- Complete only the top section and sign/date at the bottom

### c. MHDC Legal Employment Practices Cert FIN-109

- MAAP: Other Uploads Page/built into data fields



## 8. Statutorily Required Documents

### d. Evidence of Consistency with Consolidated Plan

- Developments located in a jurisdiction with a consolidated plan filed with HUD are required to provide certification the proposed development follows such plan
  - Letter must be from HUD or local governing official in charge of the Consolidated Plan

### e. Evidence of Consistency with Comprehensive Plan

- If a jurisdiction does not have a consolidated plan, a certification the proposed development is consistent with the comprehensive plan must be submitted
  - Letter must be from the City Planning Director, Community Development Director, City Manager or other city official in a comparative role

### f. Certification Regarding Debarment, Suspension & Other Responsibility Matters always required

- MAAP: Other Uploads Page

# 9. Housing Priorities

- Required if applying under 2026 QAP Housing Priorities
  - Nonprofit
  - HOME CHDO
  - Service Enriched
  - Permanent Supportive Housing/Vulnerable Populations
  - Preservation
  - CDBG-DR
  - Opportunity Area
- If the required documentation is missing or does not fulfill the applicable requirement(s), the Application may not be considered for the desired priority
- If applying for Nonprofit and HOME CHDO, provide both materials
- MAAP: Housing Priorities Page, questions appear conditionally based on priority selected

# 9a. Nonprofit Priority

- i. Nonprofit Participation Questionnaire
- ii. NP Certificate of Incorporation
- iii. NP Articles of Incorporation
- iv. NP Bylaws
- v. NP Certificate of Good Standing
- vi. NP Evidence of NP Status
- vii. List of Current Board of Directors
- viii. Most Recent Audited Financial Statements

## 9b. HOME CHDO

- i. CHDO Certification Form
- ii. Certificate of Incorporation
- iii. Articles of Incorporation
- iv. Bylaws
- v. Certificate of Good Standing
- vi. NP Evidence of NP Status
- vii. CPA Certification Letter of Independent Audit
- viii. List of Staff, Resumes, Payroll, W2/W4s

## 9c. Service Enriched Priority

- i. Service Enriched Questionnaire
- ii. Draft Supportive Service Plan
  - i. Must include Substance Abuse programming for Veteran's Housing
- iii. Service Provider Letter of Intent:
  - Name of the service or program
  - Nature of the services or program that will be offered
  - Service delivery plan
  - Duration of commitment
  - Primary contact person with signature
- iv. Service Provider(s) Job Description

## 9d. PSH/Vulnerable Populations

- i. Set-aside Priority Questionnaire
- ii. Draft Referral & Support Agreement
- iii. Set-Aside Housing Marketing Plan

# 9e. Preservation Priority

- i. Property Note
  - Copies of all notes on project and current balance
- ii. Property Regulatory Agreement
  - Includes regulatory agreements, LURAs or any other restrictions placed against the property
- iii. Rent Subsidy Agreement
  - Provide most current HAP contract, RD Rental Assistance Agreement or PHA Subsidy Agreement
- iv. Property Rent Information
- v. Property Audited Financials (last 3 years)
- vi. Preservation Letter: MHDC
- vii. Preservation Letter: HUD or RD Properties
- viii. Physical Needs Assessment: MHDC/HUD Properties
  - Detailed PNA - match project needs
  - PNA will be used for plans and specs if project is approved
- ix. As-Is Capital Needs Assessment: RD Properties
  - Must meet RD's requirements

## 9f. CDBG-DR

- Applications submitted under CDBG-DR Priority must obtain a Letter of Intent or award letter from allocating jurisdiction



# 9g. Opportunity Area

- Opportunity Area Questionnaire
  - New document for 2026
- Refer to QAP for eligibility and requirements

# 10. Zoning

- Required evidence of zoning
- Zoning letter must be an original, on the letterhead of the local governmental unit responsible for zoning, and must clearly indicate:
  - The zoning designation with a brief description of such designation
  - Density requirements/limits
  - Description of any conditional use restrictions or overlay regulations that further restrict the property
- MAAP: Site Information Page – Site Purchase Detail

# 11. Architectural Items

- a. Elevations (new construction)
- b. Photos (rehabilitation)
- c. Building Floor Plan (new construction)
- d. Unit Plan (new construction)
- e. Development Characteristics Worksheet (all)
- f. Scope of Work (rehabilitation)
- g. Physical Needs Assessment or Capital Needs Assessment (rehabilitation)
- h. Structural Letter (rehabilitation)
- i. Historic Approval (historic proposals)
- MAAP: Other Uploads Page, Development Characteristics built into application data entry

# 12. Sustainable Housing Items

- Required for new construction
  - a. Green Building and Techniques Description
  - b. Sustainability Team Resume
  - c. Sustainability Team Member Role Description
  - d. Pre-Development Plan, Development Plan, Operation Plan
- Required for rehabilitation and conversion
  - d. Energy Audit
- Must meet the current standards for the certification level of choice for of one of the following green building rating systems:
  - Enterprise Green Communities
  - Any of the LEED rating systems
  - National Green Building Standard
- MAAP: Other Uploads Page

# 13. Relocation

- Required if proposal includes existing tenants:
  - a. Tenant List with demographic information
  - b. Relocation Plan
  - c. Relocation Checklist
  - d. Draft General Information Notice (GIN)
  - e. Signed Acceptance of MHDC Relocation Policy
  - f. Annual Financial Statements
    - Required if applicant is related to current owner
- There may be additional relocation guidelines when federal funds are utilized. When multiple funding sources, the most stringent rule will be used.
- MAAP: Other Uploads Page

# 14. Homeownership Plan

- Required for single family and duplex home projects where tenants will have option to purchase property following completion of compliance period
- Must include plan that meets requirements of MHDC's Homeownership Policy
- MAAP: Other Uploads Page

# 15. Utility Allowance Schedule

- Required for all applications
- Provide from the following sources:
  - Rural Development provided
  - HUD-approved
  - Local public housing authority (PHA)
  - Local Utility Provider Estimate
  - Energy Consumption Model
  - HUD Utility Schedule Model (HUSM)
- MAAP: Other Uploads Page

# 16. Developer & GP Information

## a. FIN-107: Developer Qualification

- All guarantors in any capacity should be listed

## b. FIN-105: Experience Summary for Developer & Key Principals of GP

- Required for GP if different key principals than the developer

## c. Developer Financial Statements

- Prepared by CPA for developer entity, its principals, and all guarantors
- Required to be included in the application submission folder

## ■ MAAP: Other Uploads Page



# 17. Management Agency Certification

- FIN-105: Experience Summary for Management Agent
- Management Company Certification
  - All properties must be managed by an agent listed on MHDC's Certified Property Management Agent Listing
  - All existing and/or new management companies seeking to manage properties in Missouri are required to apply to be approved as a "Certified Property Management Agent"
  - Certifications will be valid for up to a three-year period
- MAAP: Other Uploads Page

# 18. MHDC Waiver Request

- Must be submitted and signed by MHDC **before** the application is submitted
  - Submit waiver request by email to [application@mhdc.com](mailto:application@mhdc.com) by COB **Wednesday, September 10, 2025**.
  - Include the signed, approved copy with the application
- MAAP: Other Uploads Page

# Application Deadlines

Deadline	Date
MHDC Preservation Letter Request	Monday, August 18, 2025 at 5:00 p.m.
Development Cost Minimums Waiver Request	Monday, August 18, 2025 at 5:00 p.m.
Application Waiver Request	Wednesday, September 10, 2025 at 5:00 p.m.
ShareFile Link Request	Friday, September 12, 2025 at 5:00 p.m.
ShareFile Application Submission	Wednesday, September 17, 2025 at 5:00 p.m.
Application Fee Submission Deadline	Wednesday, September 17, 2025 at 5:00 p.m.
MAAP Application Submission Deadline	Friday, October 10, 2025 at 5:00 p.m.