



## FY2026 Application Checklist

Development Name:

Developer Name:

All documents should be uploaded directly to ShareFile without the use of Folders or Subfolders.	Format Required	Electronic File Name	Required for All Applications	Comment	Form on MHDC Website	MAAP Location
<b>1. Application Documents</b>						
a. Application FIN-100	Excel & Signed PDF	1a Application FIN-100	X	Electronic signature accepted	X	Print signature page from PDF version of FIN-100 and upload
b. Application FIN-100 Addendum	Excel & PDF	1b Application FIN-100 Addendum	X		X	Other Uploads - Application Documents Section
c. Identity of Parties FIN-101	Word	1c IOP	X		X	N/A - Now in application
d. Developer Fee Structure Addendum	PDF	1d Developer Fee Structure Addendum		Required if multiple developers or a consultant	X	Developer Fee Structure Page
e. MHDC Application Self-Scoring Form	Excel	1e MHDC Application Self Score	X		X	Other Uploads Page - Application Documents Section
f. Development Questionnaire	Word or PDF	1f Development Questionnaire	X		X	Other Uploads - Application Documents Section
g. Application Fee	Electronic Payment	1g Application fee	X			Paid through PayPal link
<b>2. Site Review</b>						
a. Development Location Map	PDF	2a Development Location Map	X			Site Information Page - Site Condition Section
b. Site Photographs	JPG or Word	2b Site Photographs	X			Site Information Page - Site Condition Section
c. Site Plan or Subdivision Plan	PDF	2c Site Plan or Subdivision Plan	X			Site Information Page - Site Condition Section
d. FEMA Flood Map	PDF	2d FEMA Flood Map	X			Site Information Page - Site Condition Section
<b>3. Applicant Site Control</b>						
a. Buyer Deed	PDF	3a Buyer Deed		Either 5a,5b,5c or 5d is required		Site Information Page - Site Purchase Detail Section
b. Buyer Site Control Option	PDF	3b Buyer Site Control Option		Either 5a,5b,5c or 5d is required		Site Information Page - Site Purchase Detail Section
c. Buyer Site Control Lease Agreement	PDF	3c Buyer Site Control Lease Agreement		Either 5a,5b,5c or 5d is required		Site Information Page - Site Purchase Detail Section
d. Buyer Site Control Other	PDF	3d Buyer Site Control Other		Either 5a,5b,5c or 5d is required. Provide description		Site Information Page - Site Purchase Detail Section
e. MHDC Scattered Site Addendum	Excel	3e MHDC Scattered Site Addendum		Required if development has scattered sites	X	N/A - Now in application
<b>4. Market Study</b>						
a. Market Study	PDF	4a Market Study	X			Other Uploads Page - Market Study Information Section
b. MHDC Market Study Form 1300	PDF	4b MHDC Market Study Form 1300	X		X	Other Uploads Page - Market Study Information Section
<b>5. Preliminary Financing Commitments</b>						
a. Financing Commitment Federal LIHTC	PDF	5a Financing Commitment Federal LIHTC		Required if requesting Federal LIHTC		Sources Page - Upload Section
b. Financing Commitment State LIHTC	PDF	5b Financing Commitment State LIHTC		Required if requesting State LIHTC		Sources Page - Upload Section
c. Financing Commitment Federal Historic TC	PDF	5c Financing Commitment Federal Historic TC		Required if requesting Federal Historic TC		Sources Page - Upload Section
d. Financing Commitment State Historic TC	PDF	5d Financing Commitment State Historic TC		Required if requesting State Historic TC		Sources Page - Upload Section
e. Financing Commitment Non-MHDC	PDF	5e Financing Commitment Non-MHDC		Required if non-MHDC financing		Sources Page - Upload Section
f. MHDC Participation Loan						
i. Financing Commitment Participation Loan (from Participating Lender)	PDF	5f Financing Commitment MHDC Participation Loan		Required if requesting MHDC Participation Loan		Sources Page - Preliminary Financing Commitment Uploads Section
ii. Request for Participation Loan	PDF	5f Financing Request for MHDC Participation Loan		Required if requesting MHDC Participation Loan	X	Sources Page - Construction Financing
g. MHDC Financing Fee Addendum	Excel	5g MHDC Financing Fee Addendum		Required if financing fees are complexed	X	Sources Page, Preliminary Financing Commitment Uploads Section
h. Income During Construction Calculator	Excel	5h Income During Construction		Required if project will incur income during construction	X	Other Income Summary Table
i. Current Rent Roll	PDF	5i Current Rent Roll		Required if project has existing tenants		Other Uploads Page - Application Documents Section
j. Rental Assistance Commitment Letters	PDF	5j Rental Assistance Commitment Letter		Required if project will receive rental assistance	X	Subsidies & Existing Restrictions Page - Project Based Rental Assistance Information
k. Rental Assistance Calculator	Excel	5k Rental Assistance Calculator		Required if project includes self-funded rental assistance	X	Subsidies & Existing Restrictions Page - Project Based Rental Assistance Information
<b>6. Seller Site Control</b>						
a. Deed or Title Commitment/Policy						
i. Seller Site Control Deed	PDF	6a Seller Site Control Deed		Either 8ai or 8aii is required		Site Information Page - Site Purchase Detail Section
ii. Seller Site Control Title Commitment - Policy	PDF	6a Seller Site Control Title Commitment - Policy		Either 8ai or 8aii is required		Site Information Page - Site Purchase Detail Section
b. Contract or Settlement Statement for last Arms Length Transaction						
i. Seller Contract Last ALT	PDF	6b Seller Contract Last ALT		Either 8bi or 8bii is required for Identity of Interest Transactions		Site Information Page - Site Purchase Detail Section
ii. Seller Settlement Statement Last ALT	PDF	6b Seller Settlement Statement Last ALT				Site Information Page - Site Purchase Detail Section
c. Seller Certification FIN-305	Signed PDF	6c Seller Certification FIN-305	X		X	Site Information Page - Site Condition Section
d. Legal Description	PDF	6d Legal Description	X			Site Information Page - Site Purchase Detail Section
e. Previous Environmental Phase I or Phase II Report	PDF	6e Previous Environmental Phase I or Phase II Report		Required if the project has had an Environmental Phase I or II completed in the past		Site Information Page - Site Condition Section
<b>7. Public Official Contact Verification</b>						
a. Notification Chief Elected Official	PDF	7a Notification Chief Elected Official	X			Site Information Page - Site Elected Officials Information Section
b. Notification State Senator	PDF	7b Notification State Senator	X			Site Information Page - Site Elected Officials Information Section
c. Notification Representative	PDF	7c Notification Representative	X			Site Information Page - Site Elected Officials Information Section
d. Notification City Councilperson or Alderman	PDF	7d Notification City Councilperson or Alderman	X			Site Information Page - Site Elected Officials Information Section
e. Notification Housing Authority Executive Director	PDF	7e Notification HA ED	X			Site Information Page - Site Elected Officials Information Section
f. Notification School Superintendent	PDF	7f Notification School Superintendent		Required for family new construction or family conversion		Site Information Page - Site Elected Officials Information Section
g. Notification Head of Local Law Enforcement	PDF	7g Notification Head of Local Law Enforcement				Site Information Page - Site Elected Officials Information Section
h. Letter(s) of Support	PDF	7h Letter(s) of Support		Optional		Site Information Page - Site Elected Officials Information Section
<b>8. Statutorily Required Documents</b>						
a. IRS 8821 Developer, General Partner, Key Principals, and Guarantors	Signed PDF	8a IRS 8821- Name	X	Provide for Developer, general partners/members, and key principals identified on tabs II and III of FIN-100 and guarantors identified on FIN-107	X	Other Uploads Page - IRS Form 8821 and Missouri Form 8821 Section
b. MO 8821 Developer, General Partner, Key Principals, and Guarantors	Signed PDF	8b MO 8821- Name	X	Provide for Developer, general partners/members, and key principals identified on tabs II and III of FIN-100 and guarantors identified on FIN-107	X	Other Uploads Page - MO Form 8821 and Missouri Form 8821 Section
c. MHDC Legal Employment Practices Cert FIN-109	PDF	8c MHDC Legal Employment Practices Cert FIN-109	X		X	N/A - Now in application
d. Evidence of consistency with Consolidated Plan	PDF	8d Evidence of Consistency with Consolidated Plan		Required when jurisdiction has a Consolidated Plan filed with HUD		Other Uploads Page - Application Documents Section
e. Evidence of consistency with Comprehensive Plan	PDF	8e Evidence of consistency with Comprehensive Plan		Required when jurisdiction does not have a consolidated plan but has a Comprehensive Plan		Other Uploads Page - Application Documents Section
f. Certification Regarding Debarment, Suspension & Other Responsibility Matters	PDF	8f Certification of Good Standing	X		X	N/A - Now in application

All documents should be uploaded directly to ShareFile without the use of Folders or Subfolders.	Format Required	Electronic File Name	Required for All Applications	Comment	Form on MHDC Website	MAAP Location
<b>9. Housing Priority Documentation</b>						
<b>a. Nonprofit Priority</b>						
i. Nonprofit Participation Questionnaire	PDF	9a NP Participation Questionnaire		Required if applying under Nonprofit Priority	X	Housing Priorities Page - If Nonprofit, in Housing Priorities Section
ii. Nonprofit Certificate of Incorporation	PDF	9a NP Cert of Incorp		Required if applying under Nonprofit Priority		Housing Priorities Page - If Nonprofit, in Housing Priorities Section
iii. Nonprofit Articles of Incorporation	PDF	9a NP Articles of Incorp		Required if applying under Nonprofit Priority		Housing Priorities Page - If Nonprofit, in Housing Priorities Section
iv. Nonprofit Bylaws	PDF	9a NP Bylaws		Required if applying under Nonprofit Priority		Housing Priorities Page - If Nonprofit, in Housing Priorities Section
v. Nonprofit Certificate of Good Standing	PDF	9a NP Cert of Good Standing		Required if applying under Nonprofit Priority. Date within 30 days of application submission.		Housing Priorities Page - If Nonprofit, in Housing Priorities Section
vi. Evidence of Nonprofit Status	PDF	9a NP Evidence of NP Status		Required if applying under Nonprofit Priority		Housing Priorities Page - If Nonprofit, in Housing Priorities Section
vii. List of Current Board of Directors	PDF	9a NP Current Board of Directors		Required if applying under Nonprofit Priority		Housing Priorities Page - If Nonprofit, in Housing Priorities Section
viii. Most Recent Audited Financial Statements	PDF	9a NP Financial Statement		Required if applying under the Nonprofit Priority. Include list of major donors.		Housing Priorities Page - If Nonprofit, in Housing Priorities Section
<b>b. HOME CHDO Set-Aside Priority</b>						
i. MHDC CHDO Certification Form	PDF	9b MHDC CHDO Certification		Required if applying under HOME CHDO Set-Aside Priority	X	Housing Priorities Page - If CHDO, in Housing Priorities Section
ii. Certificate of Incorporation	PDF	9b Cert of Incorp		Required if applying under HOME CHDO Set-Aside Priority		Housing Priorities Page - If CHDO, in Housing Priorities Section
iii. Articles of Incorporation	PDF	9b Articles of Incorp		Required if applying under HOME CHDO Set-Aside Priority		Housing Priorities Page - If CHDO, in Housing Priorities Section
iv. Bylaws	PDF	9b Bylaws		Required if applying under HOME CHDO Set-Aside Priority		Housing Priorities Page - If CHDO, in Housing Priorities Section
v. Certificate of Good Standing	PDF	9b Cert of Good Standing		Required if applying under HOME CHDO Set-Aside Priority		Housing Priorities Page - If CHDO, in Housing Priorities Section
vi. NP Evidence of NP Status	PDF	9b Evidence of NP Status		Required if applying under HOME CHDO Set-Aside Priority		Housing Priorities Page - If CHDO, in Housing Priorities Section
vii. CPA Certification Letter of independent audit	PDF	9b Audit Letter		Required if applying under HOME CHDO Set-Aside Priority		Housing Priorities Page - If CHDO, in Housing Priorities Section
viii. List of Staff, resumes and payroll or copies of W2s/W4s	PDF	9b CHDO Staff Information		Required if applying under HOME CHDO Set-Aside Priority		Housing Priorities Page - If CHDO, in Housing Priorities Section
<b>c. Service Enriched Housing Priority / Veteran's Housing Priority</b>						
i. Service Enriched Questionnaire	Excel	9c Service Enriched Questionnaire		Required if applying under Service Enriched Housing Priority or Veteran's Housing Priority	X	Housing Priorities Page - If Service-Enriched, in Housing Priorities Section
ii. Draft Supportive Service Plan	PDF	9c Draft Supportive Service Plan		Required if applying under Service Enriched Housing Priority or Veteran's Housing Priority		Housing Priorities Page - If Service-Enriched, in Housing Priorities Section
iii. Service Provider Letter(s) of Intent	PDF	9c Service Provider Letter of Intent		Required if applying under Service Enriched Housing Priority or Veteran's Housing Priority		Housing Priorities Page - If Service-Enriched, in Housing Priorities Section
iv. Service Provider(s) Job Description	PDF	9c Service Provider Job Description		Required if applying under Service Enriched Housing Priority or Veteran's Housing Priority		Housing Priorities Page - If Service-Enriched, in Housing Priorities Section
<b>d. Permanent Supportive Housing (PHS) Priority / Vulnerable Population Priority</b>						
i. Set-aside Priority Questionnaire	Excel	9d Set-aside Priority Questionnaire		Required if applying under PSH Priority or Vulnerable Population Priority	X	Housing Priorities Page - If Set-Aside Preference, in Housing Priorities Section
ii. Draft Referral & Support Agreement	PDF	9d Draft Referral Agreement		Required if applying under PSH Priority or Vulnerable Population Priority		Housing Priorities Page - If Set-Aside Preference, in Housing Priorities Section
iii. Set-aside Priority Marketing Plan	PDF	9d Marketing Plan		Required if applying under PSH Priority or Vulnerable Population Priority	X	Housing Priorities Page - If Set-Aside Preference, in Housing Priorities Section
<b>e. Preservation Priority</b>						
i. Property Note	PDF	9e Property Note		Required if applying under Preservation Priority and property has current note		Housing Priorities Page - If Preservation, in Housing Priorities Section
ii. Property Regulatory Agreement	PDF	9e Property Regulatory Agreement		Required if applying under Preservation Priority and property is operating under a current regulatory agreement		Housing Priorities Page - If Preservation, in Housing Priorities Section
iii. Rent Subsidy Agreement	PDF	9e Rent Subsidy Agreement		Required if applying under Preservation Priority and the property is receiving rent subsidies		Housing Priorities Page - If Preservation, in Housing Priorities Section
iv. Property Rent Information	PDF	9e Property Rent Info		Required if applying under Preservation Priority		Housing Priorities Page - If Preservation, in Housing Priorities Section
v. Property Audited Financials (last 3 years)	PDF	9e Property Audited Financials		Required if applying under Preservation Priority		Housing Priorities Page - If Preservation, in Housing Priorities Section
vi. Preservation Letter - MHDC	PDF	9e MHDC Preservation Letter		Required if applying under Preservation Priority		Housing Priorities Page - If Preservation, in Housing Priorities Section
vii. Preservation Letter - RD/HUD Properties	PDF	9e RD Preservation Letter or 9e HUD Preservation Letter		Required if applying under Preservation Priority & the property has any loans, regulatory agreements or LURAs from RD or HUD		Housing Priorities Page - If Preservation, in Housing Priorities Section
viii. Physical Needs Assessment for HUD-MHDC Properties	PDF	9e HUD - MHDC PNA		Required if applying under Preservation Priority for HUD/MHDC properties	X	Housing Priorities Page - If Preservation, in Housing Priorities Section
ix. As-Is Capital Needs Assessment for RD Properties	PDF	9e RD As Is Capital Needs Assessment		Required if applying under Preservation Priority for RD properties, this must be an As-Is Capital Needs Assessment meeting RD requirements		Housing Priorities Page - If Preservation, in Housing Priorities Section
<b>f. CDBG-DR</b>						
i. CDBG-DR Letter of Intent	PDF	9f CDBG-DR LOI		Required if applying under CDBG-DR Priority		Housing Priorities Page - If Preservation, in Housing Priorities Section
<b>g. Opportunity Area</b>						
i. Opportunity Area Questionnaire	PDF	9g Opportunity Area Questionnaire		Required if applying under Opportunity Area Priority	X	Housing Priorities Page - If Opportunity Area, in Housing Priorities Section
<b>10. Zoning Letter</b>						
	PDF	10 Zoning Letter	X			Site Information Page - Site Purchase Detail
<b>11. Architectural Items</b>						
a. Elevations	JPG or Word	11a Elevations		Required for new construction projects		Other Uploads Page - If New Construction
b. Photos	JPG or Word	11b Photos		Required for rehab projects		Other Uploads Page - If Rehab
c. Building Floor Plan	PDF	11c Building Floor Plan		Required for new construction projects		Other Uploads Page - If New Construction
d. Unit Plan	PDF	11d Unit Plan		Required for new construction projects		Other Uploads Page - If New Construction
e. MHDC Development Characteristics Worksheet	Excel & PDF	11e Development Characteristics Worksheet			X	N/A - Now in application
f. Scope of Work	PDF	11f Scope of Work		Required for rehab projects		Other Uploads Page - If Rehab
g. Physical Needs Assessment or Capital Needs Assessment	PDF	11g Physical Needs Assessment or Capital Needs Assessment		Required for rehab projects excluding gut rehab projects		Other Uploads Page - If Rehab
h. Structural Letter	PDF	11h Structural Letter		Required for rehab projects		Other Uploads Page - If Rehab
i. Historic Approval	PDF	11i Historic Approval		Required for historic projects		Other Uploads Page - If Historic Tax Credit

<i>All documents should be uploaded directly to ShareFile without the use of Folders or Subfolders.</i>	<i>Format Required</i>	<i>Electronic File Name</i>	<i>Required for All Applications</i>	<i>Comment</i>	<i>Form on MHDC Website</i>	<i>MAAP Location</i>
<b>12. Sustainable Housing Items</b>						
a. Green Building and Techniques Description	PDF	12a Green Building and Techniques Description		Required for new construction		Other Uploads Page - If New Construction
b. Sustainability Team Resume	PDF	12b Sustainability Team Resume		Required for new construction		Other Uploads Page - If New Construction
c. Sustainability Team Member Role Description	PDF	12c Sustainability Team Member Role Description		Required for new construction		Other Uploads Page - If New Construction
d. Pre-Development, Development and Operations Plans						
i. Sustainability Pre-Development Plan	PDF	12d Sustainability Pre-Development Plan		Required for new construction		Other Uploads Page - If New Construction
ii. Sustainability Development Plan	PDF	12d Sustainability Development Plan		Required for new construction		Other Uploads Page - If New Construction
iii. Sustainability Operation Plan	PDF	12d Sustainability Operation Plan		Required for new construction		Other Uploads Page - If New Construction
iv. Energy Audit	PDF	12d Energy Audit Plan		Required for rehab and conversion		Other Uploads Page - If Rehab
<b>13. Relocation and Existing Multi-Family Operation Data</b>						
a. Tenant List and Demographic Information	PDF	13a Tenant List and Demographic Information		Required if project has existing tenants		Other Uploads Page - If existing tenants
b. Relocation Plan	PDF	13b Relocation Plan		Required if project has existing tenants		Other Uploads Page - If existing tenants
c. Relocation Checklist	PDF				X	
d. Draft General Information Notice (GIN)	PDF	13d Draft General Information Notice (GIN)		Required if project has existing tenants		Other Uploads Page - If existing tenants
e. Signed Acceptance of MHDC Relocation Policy	PDF	13d Acceptance of MHDC Relocation Policy		Required if project has existing tenants	X	Other Uploads Page - Authorized Signatory Certification
f. Annual Financial Statements	PDF	13f Annual Financial Statements		Required if project applicant is related to the current ownership entity		Other Uploads Page - Application Documents Section
14. Homeownership Plan	Word or PDF	14 Homeownership Plan		Required for single family and duplex home projects where tenants have the option to purchase the property following the completion of the compliance period		Other Uploads Page - Homeownership Plan Section
15. Utility Allowance Letter	PDF	15 Utility Allowance Letter	X			Other Uploads Page - Utility Allowance Letter Section
<b>16. Developer and General Partner Information</b>						
a. Developer Qualification FIN-107	Excel or PDF	16a Developer Qualification FIN-107	X		X	Developer & Ownership Information Page - Required Uploads Section
b. Experience Summary	Excel or PDF	16b Experience Summary FIN-105	X	Required for Developer, Owner, and Management Company	X	Developer & Ownership Information Page - Required Uploads Section
c. Developer Financial Statement(s)	PDF	16c Developer Financial Statement	X	Required for each Guarantor listed on the FIN-107		Uploaded through ShareFile, not MAAP
<b>17. Management Agency Certification</b>						
a. Management Agency Certification	PDF	17a Management Agency Certification	X			Other Uploads Page - Management Agency Certification Section
18. MHDC Waiver Request	PDF	18 MHDC Waiver Request		Include MHDC signed and approved version as needed	X	Other Uploads Page - MHDC Waiver Request Section