

2021 MHDC Application Workshop



Strength, Dignity, Quality of Life

MISSOURI HOUSING

DEVELOPMENT COMMISSION



Application Submission

Due Date:

October 08, 2021

Goals

- Examine important application exhibits
- Organized application
 - Effective time management developers – front end
 - Effective time management MHDC – back end
 - Better understanding of project specifics

Web Posting

- Application Documents / Exhibits
 - Already posted
- FIN-100
 - Already posted
 - Must register to download FIN-100



FIN-125 - Application Exhibit Checklist

- Notes all documents required for your application
- Required in binder
- Specifies naming convention and file type
- Specifies when you must have original hardcopy

Flash Drive

- MHDC will only accept a USB Flash Drive as the digital media submission.
- Use the Checklist as a guide when naming your files
- **Please do not group the files into sub-folders!**
- Test and check files before submitting



FIN - 100

The Application

2a. FIN-100

- IT Best Practices for the FIN-100
 - Do not Copy/Paste data from one file or field to another
 - Do not link data from any other document including other FIN-100s
 - The FIN-100 is meant to be filled out from Tab 1 to the last Tab in sequential order

2a. FIN-100 cont.

- IT Best Practices for the FIN-100
 - The building number listed next to the “Details” button on the bottom of the VIb. Building Info” tab must match what is entered in the “Building #” column within the “Rental Unit Worksheet” on the “VIIa. Development Plan” tab

2a. FIN-100 cont.

- IT Best Practices for the FIN-100
 - Workforce units should be flagged as both MHDC Program and Market units under the “Primary Unit Designation” header
 - Workforce units will appear as “Affordable” in the summary section of the “VIIa. Development Plan”
 - Contact Terence Sullivan at 816-759-6616 or tsullivan@mhdc.com with question or problems

FIN-100 (cont.)

- **Scoring Rubric**

- Data from the FIN-100 will be used in scoring
- The Applicant certifies by signature that the data in the FIN-100 is correct.
- Very important that the data is correct – it would be improper for MHDC to make assumptions about data within the FIN-100

2a. FIN-100 (cont.)

- Non Profit Info Tab
 - Will be a Priority Group
 - Reflect HOME/CHDO Set-Aside request
 - Note Operation Expense Grant request
 - Note HOME Supportive Services Program Funds request
 - Sole GP
 - Capacity
 - Must Materially Participate
 - MHDC will evaluate eligibility

FIN-100 (cont.)

- Tax Credit Addendum
 - 15 Year Mandatory Compliance Period
 - Right to Opt Out
 - If you choose “No” – must indicate the number of years you will extend the compliance period past the mandatory 15 years
 - Must extend 15 years on SF and Historic
 - **Extended Use Period points determined by data on this tab**

Other Application Documentation

FIN – 125

Application Checklist Continued

2b. FIN-100 Addendum


- Workbook – multiple spreadsheets must be completed
 - Non-Profit board – use all fields before attaching an additional exhibit – additional exhibit should be in Excel
 - Must be signed
 - Excel and PDF files included as exhibits
 - **Very important – quite a few wrong every year**

4a. Narrative

The Development Questionnaire is no longer required but the narrative will require that certain items be addressed. **Many incorrect in 2020.**

At minimum, address the following in the order listed:

1. Development Characteristics
2. Market Characteristics
3. Development Team Characteristics
4. Financial Feasibility
5. Community Impact
6. Narrowing the Digital Divide
7. Other Salient Information



Economic Development - Proposals with a significant connection to other economic development in the community - Exhibits for each sub-category

- Economic development within Primary Market Area. Must show on map.
- Economic development is within 2 miles (SL, KC, MSA-Rural or 5 miles (Rural) of housing proposal. Must show on map. (“as a crow flies”)
- Transportation linking housing proposal with economic development project(s). Within 1/2 mile of each.



Economic Development - Proposals with a significant connection to other economic development in the community

- Proof of direct coordination with the economic development project, proof of correspondence and coordination should be provided in the form of a letter from the economic development project stating how the affordable housing proposal will support their workforce. To qualify for these points, the location of the economic development project(s) must be within the PMA of the housing development.

8a-8d. Preliminary Financing Commitments

- Fed LIHTC and Historic Credits
 - Reflect ownership percentage & amount of annual credits to be purchased
 - Price per dollar of credit
 - Total capital contribution (10%/10% minimum equity during construction)
 - Detail syndication costs and asset management fees
 - One letter can be used for multiple equity types
 - **ARM pricing**

8e. Preliminary Financing Commitments

- Non-MHDC funding – grants/city loans/etc.
 - Submit commitment letter from agency granting/loaning funds
- Non-MHDC funding – assumptions or restructured loans
 - Include documentation reflecting current balance
 - Letter from current lender stating the loan qualifies for assumption/restructuring
 - New terms for the assumed/restructured loan
 - **Advise pre-application discussion with MHDC**

8e. Preliminary Financing Commitments

- Non-MHDC funding – leveraged funds
 - LOIs must reference the projected interest rate in terms of basis points below either the 2 year Treasury Rate and/or the 10 year Treasury Rate at Firm Submission

10a-10j. Public Official Contact Verification

- For all notifications - include a copy of the letter and certified mail delivery receipt
- Email accepted according to guidelines in Developer Guide
- 10d: 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 in
- Letter of support on letterhead is proof of notification

10a-10j Public Official Contact Verification (cont.)

- Threshold Documents – Very Important
 - Chief Executive of the local jurisdiction, State Senator, State Representative and ED of local housing authority
 - QAP states “A missing threshold document will result in an application being eliminated from consideration.”

HOUSING PRIORITIES DOCUMENTATION

FIN-125

Checklist Continued

12c. v. - HOME Supportive Services Budget

- Required if applying for the **HOME Supportive Services funds**

REMAINING REQUIREMENTS



13. Zoning

- Evidence of proper zoning is required in the application.
- Land requiring rezoning must include a letter from the appropriate governmental body describing what needs to be done to be in compliance and the time frame for achieving such compliance.

16b. MBE/WBE Fee Structure

- Paid Fee
 - List all parties that will draw from developer/consultant fee
 - List work and/or guarantees that each party will perform to merit their fee

Self-Scoring

- Provide a completed copy of the MHDC Application Self-Scoring form
- Important to see where applicant believes it should receive points and allows MHDC to evaluate accordingly
- **Comment area for Asset Management or other items to be detailed**

22. MHDC Waiver Request

- Must be submitted and signed by MHDC **before** the application is submitted
 - Call and discuss first
 - Don't wait until the last day
 - Include the signed, approved copy with the application



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