



**FIN-125 Application Checklist**

Development Name:

Developer Name:

<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>
<b>1. Executed Application Documents</b>					
a. Application FIN-100	Excel & Signed PDF	1a Application FIN-100	X	Electronic signature accepted	X
b. Application FIN-100 Addendum	Excel & PDF	1b Application FIN-100 Addendum	X		X
c. Exhibit A to #2013	Word or PDF	1c Exhibit A 2013		Required if unusual project costs/expenses/income	
d. Identity of Parties	Word	1d IOP	X		X
e. Developer / Co-Developer / Consultant Fee Structure Addendum	Word	1e Developer Consultant Fee Structure Addendum		Required if multiple developers or a consultant	X
f. MHDC Application Self-Scoring Form	Excel	1f MHDC Application Self Score	X		X
g. Alternate FIN-100	Excel & Signed PDF	1g Alternate FIN-100		Required if requesting NHTF resources	X
h. Alternate FIN-100 Addendum	PDF	1h Alternate FIN-100 Addendum			X
<b>2. Application Fee</b>	Electronic Payment	N/A	X		
<b>3. Project Description</b>					
a. Development Questionnaire	Word or PDF	3a Development Questionnaire	X		X
b. Economic Development Documents				Required if requesting Economic Development points	
i. Direct Coordination Letter	Word or PDF	3b Direct Coordination Letter		Required if requesting Economic Development points	
ii. Primary Market Map	Word or PDF	3b Primary Market Map		Required if requesting Economic Development points	
iii. Map Mileage	Word or PDF	3b Map Mileage		Required if requesting Economic Development points	
iv. Map Routes	Word or PDF	3b Map Routes		Required if requesting Economic Development points	
v. Supplemental Material	Word or PDF	3b Supplemental Material		Required if requesting Economic Development points	
<b>4. Site Review</b>					
a. Development Location Map	PDF	4a Development Location Map	X		
b. Site Photographs	JPG or Word	4b Site Photographs	X		
c. Site Plan	PDF	4c Site Plan		Required if multi-family development	
d. Subdivision Map	PDF	4d Subdivision Map		Required if single-family development	
e. FEMA Flood Map	PDF	4e FEMA Flood Map	X		
<b>5. Applicant Site Control</b>					
a. Buyer Deed	PDF	5a Buyer Deed		Either 5a,5b,5c or 5d is required	
b. Buyer Site Control Option	PDF	5b Buyer Site Control Option		Either 5a,5b,5c or 5d is required	
c. Buyer Site Control Lease Agreement	PDF	5c Buyer Site Control Lease Agreement		Either 5a,5b,5c or 5d is required	
d. Buyer Site Control Other	PDF	5d Buyer Site Control Other		Either 5a,5b,5c or 5d is required. Provide description.	
e. MHDC Scattered Site Addendum	Excel	5e MHDC Scattered Site Addendum		Required if development has scattered sites	X
<b>6. Market Study</b>					
a. Market Study	PDF	6a Market Study	X		
b. MHDC Market Study Form 1300	PDF	6b MHDC Market Study Form 1300	X		X

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<b>7. Preliminary Financing Commitments</b>					
a. Financing Commitment Federal LIHTC	PDF	7a Financing Commitment Federal LIHTC		Required if requesting Federal LIHTC	
b. Financing Commitment State LIHTC	PDF	7b Financing Commitment State LIHTC		Required if requesting State LIHTC	
c. Financing Commitment Federal Historic TC	PDF	7c Financing Commitment Federal Historic TC		Required if requesting Federal Historic TC	
d. Financing Commitment State Historic TC	PDF	7d Financing Commitment State Historic TC		Required if requesting State Historic TC	
e. Financing Commitment Non-MHDC	PDF	7e Financing Commitment Non-MHDC		Required if non-MHDC financing	
f. MHDC Participation Loan					
i. Financing Commitment MHDC Participation Loan (from Participating Lender)	PDF	7f Financing Commitment MHDC Participation Loan		Required if requesting MHDC Participation Loan	
ii. MHDC request for Participation loan	PDF	7f Financing Request for MHDC Participation loan		Required if requesting MHDC Participation Loan	X
g. Request for MHDC Loan funds	PDF	7g Financing Request for MHDC funds		Required if requesting MHDC HOME, HOME/CHDO, HOME-ARP, NHTF, or Fund Balance loan	X
h. MHDC Financing Fee Addendum	Excel	7h MHDC Financing Fee Addendum		Required if financing fees are complexed	X
i. income During Construction Calculator	Excel	7i Income During Construction		Required if project will incur income during construction	X
j. Rental Assistance Commitment Letters	PDF	7j Rental Assistance Commitment Letter		Required if project will receive rental assistance	
k. Rental Assistance Calculator	Excel	7k Rental Assistance Calculator		Required if project includes self-funded rental assistance	X
<b>8. Seller Site Control</b>					
a. Deed or Title Commitment/Policy					
i. Seller Site Control Deed	PDF	8a Seller Site Control Deed		Either 9ai or 9aii is required	
ii. Seller Site Control Title Commitment - Policy	PDF	8a Seller Site Control Title Commitment - Policy		Either 9ai or 9aii is required	
b. Contract or Settlement Statement for last Arms Length Transaction					
i. Seller Contract Last ALT	PDF	8b Seller Contract Last ALT		Either 9bi or 9bii is required for Identity of Interest Transaction	
ii. Seller Settlement Statement Last ALT	PDF	8b Seller Settlement Statement Last ALT		Either 9bi or 9bii is required for Identity of Interest Transaction	
c. Seller Certification FIN-305	Signed PDF	8c Seller Certification FIN-305	X		X
d. Legal Description	PDF	8d Legal Description	X		
e. Previous Environmental Phase I or Phase II Report	PDF	8e Previous Environmental Phase I or Phase II Report		Required if the project has had an Environmental Phase I or II completed in the past	
<b>9. Public Official Contact Verification</b>					
a. Notification Chief Elected Official	PDF	9a Notification Chief Elected Official	X		
b. Notification State Senator	PDF	9b Notification State Senator	X		
c. Notification Representative	PDF	9c Notification Representative	X		
d. Notification City Councilperson or Alderman	PDF	9d Notification City Councilperson or Alderman	X		
e. Notification Housing Authority Executive Director	PDF	9e Notification HA ED	X		
f. Notification School Superintendent	PDF	9f Notification School Superintendent		Required for family new construction and family conversion developments	
g. Notification of Local Legislative Body	PDF	9g Notification Local Legislative Body	X		
h. Notification Head of Local Law Enforcement	PDF	9h Notification Head of Local Law Enforcement	X		
i. Letter(s) of Support	PDF	9i Letter(s) of Support		Optional	

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<b>10. Statutorily Required Documents</b>					
a. IRS 8821 Developer, General Partner, key principals, and Guarantors	Signed PDF	10a 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
b. MO 8821 Developer, General Partner, key principals, and Guarantors	Signed PDF	10b 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
c. MHDC Legal Employment Practices Cert FIN-109	PDF	10c MHDC Legal Employment Practices Cert FIN-109	X		X
d. Evidence of consistency with Consolidated Plan	PDF	10d Evidence of Consistency with Consolidated Plan		Required when jurisdiction has a Consolidated Plan filed with HUD	
e. Evidence of consistency with Comprehensive Plan	PDF	10e Evidence of consistency with Comprehensive Plan		Required when jurisdiction does not have a consolidated plan but has a Comprehensive Plan	
f. Certification Regarding Debarment, Suspension & Other Responsibility Matters	PDF	10f Certification of Good Standing	X		X
<b>11. Housing Priority Documentation</b>					
<b>a. Non-Profit Priority</b>					
i. MHDC NP Participation Questionnaire	PDF	11a NP MHDC Participation Questionnaire		Required if applying under the Non-Profit Priority	X
ii. NP Certificate of Incorporation	PDF	11a NP Cert of Incorp		Required if applying under the Non-Profit Priority	
iii. NP Articles of Incorporation	PDF	11a NP Articles of Incorp		Required if applying under the Non-Profit Priority	
iv. NP Bylaws	PDF	11a NP Bylaws		Required if applying under the Non-Profit Priority	
v. NP Certificate of Good Standing	PDF	11a NP Cert of Good Standing		Required if applying under the Non-Profit Priority. Date within 30 days of application submission.	
vi. NP Evidence of NP Status	PDF	11a NP Evidence of NP Status		Required if applying under the Non-Profit Priority	
vi. List of Current Board of Directors	PDF	11a NP Current Board of Directors		Required if applying under the Non-Profit Priority	
viii. Most Recent Audited Financial Statements	PDF	11a NP Financial Statement		Required if applying under the Non-Profit Priority. Include list of major donors.	
<b>b. HOME CHDO Set-Aside Priority</b>					
i. MHDC CHDO Certification Form	PDF	11b MHDC CHDO Certification		Required if applying under the HOME CHDO Set-Aside Priority	X
ii. Certificate of Incorporation	PDF	11b Cert of Incorp		Required if applying under the HOME CHDO Set-Aside Priority	
iii. Articles of Incorporation	PDF	11b Articles of Incorp		Required if applying under the HOME CHDO Set-Aside Priority	
iv. Bylaws	PDF	11b Bylaws		Required if applying under the HOME CHDO Set-Aside Priority	
v. Certificate of Good Standing	PDF	11b Cert of Good Standing		Required if applying under the HOME CHDO Set-Aside Priority	
vi. NP Evidence of NP Status	PDF	11b Evidence of NP Status		Required if applying under the HOME CHDO Set-Aside Priority	
vii. CPA Certification letter of independent audit	PDF	12b Audit Letter		Required if applying under the HOME CHDO Set-Aside Priority	
viii. List of Staff along with resumes and payroll or copies of W2s/W4s	PDF	11b CHDO MHDC Recert Form R-100		Required if applying under the HOME CHDO Set-Aside Priority	
<b>c. Service Enriched Housing Priority / Veteran's Housing Priority (Note: see QAP &amp; Developer's Guide for further details)</b>					
i. Service Enriched Questionnaire	Excel	11c Service Enriched Questionnaire		Required if applying under the Service Enriched Housing Priority or Veteran's Housing Priority	X
ii. Draft Supportive Service Plan	PDF	11c Draft Supportive Service Plan		Required if applying under the Service Enriched Housing Priority or Veteran's Housing Priority	
iii. Service Provider Letter(s) of Intent	PDF	11c Service Provider Letter of Intent		Required if applying under the Service Enriched Housing Priority or Veteran's Housing Priority	
iv. Service Provider(s) Job Description	PDF	11c Service Provider Job Description		Required if applying under the Service Enriched Housing Priority or Veteran's Housing Priority	

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<b>d. Permanent Supportive Housing (PHS) Priority / Vulnerable Population Priority (Note: see QAP &amp; Developer's Guide for further details)</b>					
i. Set-aside Priority Questionnaire	Excel	11d Set-aside Priority Questionnaire		Required if applying under the PSH Priority or Vulnerable Population Priority	X
ii. Draft Referral & Support Agreement	PDF	11d Draft Referral Agreement		Required if applying under the PSH Priority or Vulnerable Population Priority	
iii. Permanent Supportive Housing Marketing Plan	PDF	11d Marketing Plan		Required if applying under the PSH Priority or Vulnerable Population Priority	X
<b>e. Preservation Priority</b>					
i. Property Note	PDF	11e Property Note		Required if applying under the Preservation Priority and property has current note	
ii. Property Regulatory Agreement	PDF	11e Property Regulatory Agreement		Required if applying under the Preservation Priority and property is operating under a current regulatory agreement	
iii. Rent Subsidy Agreement	PDF	11e Rent Subsidy Agreement		Required if applying under the Preservation Priority and the property is receiving rent subsidies	
iv. Property Rent Information	PDF	11e Property Rent Info		Required if applying under the Preservation Priority	
v. Property Audited Financials (last 3 years)	PDF	11e Property Audited Financials		Required if applying under the Preservation Priority	
vi. Preservation Letter - MHDC	PDF	11e MHDC Preservation Letter		Required if applying under the Preservation Priority	
vii. Preservation Letter - RD/HUD Properties	PDF	11e RD Preservation Letter or 11e HUD Preservation Letter		Required if applying under the Preservation Priority & the property has any loans, regulatory agreements or LURAs from RD or HUD	
viii. Physical Needs Assessment for HUD-MHDC Properties	PDF	11e HUD - MHDC PNA		Required if applying under the Preservation Priority for HUD/MHDC properties	
ix. As-Is Capital Needs Assessment for RD Properties	PDF	11e RD As Is Capital Needs Assessment		Required if applying under the Preservation Priority for RD properties, this must be an As-Is Capital Needs Assessment meeting RD requirements	
<b>f. CDBG-DR</b>					
i. DED/Jefferson City CDBG-DR Letter of Intent	PDF	11f CDBG-DR LOI		Required if applying under the CDBG-DR Priority	
<b>g. Opportunity Area</b>					
i. Narrative of Project Qualifications for Opportunity Area	PDF	11g Opportunity Area Qualification		Required if applying under the Opportunity Area Priority	
<b>12. Zoning Letter</b>	PDF	12 Zoning Letter	X		
<b>13. Architectural Items</b>					
a. Elevations	JPG or Word	13a Elevations		Required for new construction projects	
b. Photos	JPG or Word	13b Photos		Required for rehab projects	
c. Building Floor Plan	PDF	13c Building Floor Plan		Required for new construction projects	
d. Unit Plan	PDF	13d Unit Plan		Required for new construction projects	
e. MHDC Development Characteristics Worksheet	Excel & PDF	13e Development Characteristics Worksheet	X		X
f. Scope of Work	PDF	13f Scope of Work		Required for rehab projects	
g. Physical Needs Assessment or Capital Needs Assessment	PDF	13g Physical Needs Assessment or Capital Needs Assessment		Required for rehab projects excluding gut rehab projects	
h. Structural Letter	PDF	13h Structural Letter		Required for rehab projects	
i. Historic Approval	PDF	13i Historic Approval		Required for historic projects	

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<b>14. Sustainable Housing Items</b>					
a. Green Building and Techniques Description	PDF	14a Green Bldg and Techniques Description		Required for new construction	
b. Sustainability Team Resume	PDF	14b Sustainability Team Resume		Required for new construction	
c. Sustainability Team Member Role Description	PDF	14c Sustainability Team Member Role Description		Required for new construction	
d. Pre-Development, Development and Operations Plans					
i. Sustainability Pre-Development Plan	PDF	14d Sustainability Pre-Development Plan		Required for new construction	
ii. Sustainability Development Plan	PDF	14d Sustainability Development Plan		Required for new construction	
iii. Sustainability Operation Plan	PDF	14d Sustainability Operation Plan		Required for new construction	
iv. Energy Audit	PDF	14d Energy Audit Plan		Required for rehab and conversion	
<b>15. MBE/WBE Participation Initiative</b>					
a. MBE/WBE Utilization Plan	PDF	15a MBE-WBE Utilization Plan for Meeting Participation Goal		Required for project with more than 6 units	X
b. MBE/WBE Developer Relationship					
i. MBE/WBE Developer Relationship Plan Utilization Plan	PDF	15b MBE-WBE Developer Relationship Utilization Plan		Required if applying under the MBE/WBE Developer Relationship part of the MBE/WBE Preference	
ii. MBE/WBE Developer Relationship Fee Structure Addendum	Excel	15b MBE-WBE Dev Fee Structure Addendum		Required if applying under the MBE/WBE Developer Relationship part of the MBE/WBE Preference	X
c. MBE/WBE Additional Participation Utilization Plan	PDF	15c Utilization Plan for Exceeding Participation Goal		Required if applying under the MBE/WBE Additional Participation part of the MBE/WBE Preference	
<b>16. Relocation and Existing Multi-Family Operation Data</b>					
a. Tenant List and Demographic Information	PDF	16a Tenant List and Demographic Information		Required if project has existing tenants	
b. Relocation Plan	PDF	16b Relocation Plan		Required if project has existing tenants	
c. Draft General Information Notice (GIN)	PDF	16c Draft General Information Notice (GIN)		Required if project has existing tenants	
d. Signed Acceptance of MHDC Relocation Policy	PDF	16d Acceptance of MHDC Relocation Policy		Required if project has existing tenants	x
<b>17. Homeownership Plan</b>	Word or PDF	17 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	
<b>18. Utility Allowance Letter</b>	PDF	18 Utility Allowance Letter	X		
<b>19. Developer and General Partner Information</b>					
a. Experience Summary for Developer FIN-105	Excel or PDF	19a Experience Summary for Developer FIN-105	X		X
b. Developer Qualification FIN-107	Excel or PDF	19b Developer Qualification FIN-107	X		X
c. Developer Financial Statement(s)	PDF	19c Developer Financial Statement	X	Required for each Guarantor listed on the FIN-107	
d. Experience Summary for Key Principals of proposed GP FIN-105	Excel or PDF	19d Experience Summary Key Principals of GP		Required if GP is different than Developer	X
<b>20. Management Agency Certification</b>					
a. Management Agency Certification	PDF	20a Management Agency Certification	X		
b. Experience Summary for Management Agency FIN-105	Excel or PDF	20b Experience Summary for Management Agency FIN-105	X		X
<b>21. MHDC Waiver Request</b>	PDF	21 MHDC Waiver Request		Include MHDC signed and approved version as needed	X