



FY2027 Application Checklist

Development Name: _____

All documents should be uploaded directly to ShareFile without the use of folders. Each file must be labeled with the corresponding numerical label and title as shown in the list below.		Format Required	Requirements	Comment	Form on MHDC Website	
Threshold Documents						
1a.	Application Workbook: FIN-100	Excel & PDF	All applications	Electronic signature accepted	X	
1b.	Application Workbook: FIN-100 Addendum	Excel & PDF	All applications	Must be signed by all reporting parties	X	
1c.	Identity of Parties: FIN-101	Word	All applications	All contact information must be complete and accurate	X	
1d.	Application Fee	PDF	All applications	Receipt for payment of application fee		
1e.	Development Questionnaire	Word or PDF	All applications		X	
1f.	Market Study	PDF	All applications			
1g.	Market Study: Form 1300	PDF	All applications		X	
1h.	Federal LIHTC LOI	PDF	All applications	Required if requesting Federal LIHTC		
1i.	State LIHTC LOI	PDF	All applications	Required if requesting State LIHTC		
1j.	Federal HTC LOI	PDF		Required if utilizing Federal Historic Tax Credit		
1k.	State HTC LOI	PDF		Required if utilizing State Historic Tax Credit		
1l.	Other Financing LOI	PDF	All applications	Required for each source of non-MHDC financing		
1m.	Participation Loan LOI	PDF		LOI from Participating Lender, required if requesting MHDC Participation Loan		
1n.	Request for Participation Loan	PDF			X	
1o.	MHDC Existing Financing Documentation	PDF		Required for resyndication applications with existing MHDC debt		
Scoring Documents						
2a.	Nonprofit Participation Questionnaire	PDF	Nonprofit Priority	Required if applying under Nonprofit Priority	X	
2b.	Nonprofit Certificate of Incorporation	PDF		Required if applying under Nonprofit Priority		
2c.	Nonprofit Articles of Incorporation	PDF		Required if applying under Nonprofit Priority		
2d.	Nonprofit Bylaws	PDF		Required if applying under Nonprofit Priority		
2e.	Nonprofit Certificate of Good Standing	PDF		Required if applying under Nonprofit Priority, date within 30 days of application submission		
2f.	Evidence of Nonprofit Status	PDF		Required if applying under Nonprofit Priority		
2g.	List of Current Board of Directors	PDF		Required if applying under Nonprofit Priority		
2h.	Most Recent Audited Financial Statements	PDF		Required if applying under Nonprofit Priority, include list of major donors		
3a.	CHDO Certification Questionnaire	PDF	HOME CHDO Priority	Required if applying under HOME CHDO Priority	X	
3b.	CHDO Certificate of Incorporation	PDF		Required if applying under HOME CHDO Priority		
3c.	CHDO Articles of Incorporation	PDF		Required if applying under HOME CHDO Priority		
3d.	CHDO Bylaws	PDF		Required if applying under HOME CHDO Priority		
3e.	CHDO Certificate of Good Standing	PDF		Required if applying under HOME CHDO Priority		
3f.	Evidence of Nonprofit Status	PDF		Required if applying under HOME CHDO Priority		
3g.	CPA Certification letter of independent audit	PDF		Required if applying under HOME CHDO Priority		
3h.	List of Staff, resumes and payroll or copies of W2s/W4s	PDF		Required if applying under HOME CHDO Priority		
4a.	Service Enriched Questionnaire	Excel		Service Enriched Housing Priority or Veteran's Housing Priority and General Scoring	Required if applying under Service Enriched Housing Priority or Veteran's Housing Priority	X
4b.	Draft Supportive Service Plan	PDF	Required if applying under Service Enriched Housing Priority or Veteran's Housing Priority			
4c.	Service Provider Letter(s) of Intent	PDF	Required if applying under Service Enriched Housing Priority or Veteran's Housing Priority			
4d.	Service Provider(s) Job Description	PDF	Required if applying under Service Enriched Housing Priority or Veteran's Housing Priority			
5a.	Supportive Housing Questionnaire	Excel	Supportive Housing Priority and General Scoring	Required if applying under Supportive Housing Priority	X	
5b.	Draft Referral & Support Agreement	PDF		Required if applying under Supportive Housing Priority		
5c.	Supportive Housing Marketing Plan	PDF		Required if applying under Supportive Housing Priority	X	
6a.	Preservation Letter	PDF	Preservation Priority and General Scoring	Required if applying under Preservation Priority & the property has any loans, regulatory agreements or LURAs from RD or HUD		
6b.	Property Regulatory Agreement	PDF		Required if applying under Preservation Priority and property is operating under a current regulatory agreement		
6c.	Property Note	PDF		Required if applying under Preservation Priority and property has current note		
6d.	Property Subsidy Documentation	PDF		Required if applying under Preservation Priority		
7a.	CDBG-DR LOI	PDF	CDBG-DR Priority and General Scoring	Required if applying under CDBG-DR Priority		
8a.	Opportunity Area Questionnaire	PDF	Opportunity Area Priority and General Scoring	Required if applying under Opportunity Area Priority	X	
9a.	Homeownership Plan	PDF	General Scoring	Required if applying under Homeownership Priority		
10a.	Favorable Financing	PDF	General Scoring - Leveraged Funds	Documentation for scoring under Favorable Financing category, including Letter of Intent, contract, grant agreements, commitment letters		
10b.	Local Government Financial Support	PDF		Documentation for scoring under Local Government Support category, including tax exemptions, fee waivers, land donation, infrastructure contributions		
11a.	Rental Assistance Documentation	PDF	General Scoring - Rental Assistance	Documentation for scoring under Rental Assistance category		
Supplemental Documents						
Site Review						
12a.	Zoning Letter	PDF	All applications			
12b.	Development Location Map	PDF	All applications			
12c.	Site Photographs	JPG or Word	All applications			
12d.	Site Plan or Subdivision Plan	PDF	All applications			
12e.	Scattered Site Addendum	Excel		Required if development has scattered sites	X	
12f.	FEMA Flood Map	PDF	All applications			
12g.	Previous Environmental Phase I or Phase II Report	PDF		Required if the project has had an Environmental Phase I or II completed in the past		
Site Control						
13a.	Buyer Deed	PDF	All applications	Either 13a,13b,13c or 13d is required		
13b.	Buyer Option Agreement	PDF				
13c.	Buyer Site Control Lease Agreement	PDF				
13d.	Buyer Site Control Other	PDF				
13e.	Deed or Title Commitment Policy	PDF	All applications			
13f.	Seller Site Control Deed	PDF	All applications	Either 13f or 13g is required		
13g.	Seller Site Control Title Commitment Policy	PDF				
13h.	Seller Certification	PDF	All applications	Required to be signed by all required parties	X	
13i.	Legal Description	PDF	All applications			
13j.	Appraisal or Broker Opinion of Value	PDF	All applications	Required if acquisition costs greater than \$25,000		



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Statutorily Required Documents					
14a.	IRS 8821: Developer/General Partner/ Key Principals/Guarantors	PDF	All applications	Provide for each developer, general partners/members, and key principals identified on tabs II and III of FIN-100 and guarantors identified on FIN-107	X
14b.	MO 8821: Developer/General Partner/Key Principals/Guarantors	PDF	All applications	Provide for each developer, general partners/members, and key principals identified on tabs II and III of FIN-100 and guarantors identified on FIN-107	X
14c.	MHDC Legal Employment Practices FIN-109	PDF	All applications		X
14d.	Workforce Eligibility Affidavit	PDF	All applications		X
14e.	Certification Regarding Debarment, Suspension & Other Responsibility Matters	PDF	All applications		X
14f.	Evidence of Consistency with Consolidated Plan	PDF		Required when jurisdiction has a Consolidated Plan filed with HUD	
14g.	Evidence of Consistency with Comprehensive Plan	PDF		Required when jurisdiction does not have a Consolidated Plan but has a Comprehensive Plan	
Architectural					
15a.	Development Characteristics Worksheet	Excel & PDF	All applications		X
15b.	Elevations	JPG or Word	New Construction		
15c.	Building Floor Plan	PDF	All applications		
15d.	Unit Plan	PDF	All applications	Include square footage for every bedroom	
15e.	Photos	JPG or Word	Rehab	Required for rehab developments	
15f.	Scope of Work	PDF	Rehab developments	Required for rehab developments	
15g.	Physical Needs Assessment	PDF	Rehab developments	Required for rehab developments, excluding gut rehab developments	
15h.	Capital Needs Assessment	PDF	Rehab developments	Required for rehab developments of USDA Rural Development properties, As-is Capital Needs Assessment must meet RD requirements	
15i.	Structural Letter	PDF	Rehab/Conversion	Required for rehab and conversion developments	
15j.	Historic Approval	PDF	Historic applications	Required for applications utilizing Historic Tax Credits	
Sustainable Housing					
16a.	Green Building and Techniques Description	PDF	New Construction	Required for new construction developments	
16b.	Sustainability Team Resume	PDF	New Construction	Required for new construction developments	
16c.	Sustainability Team Member Role Description	PDF	New Construction	Required for new construction developments	
16d.	Pre-Development, Development and Operations Plans	PDF	New Construction	Required for new construction developments	
16e.	Sustainability Pre-Development Plan	PDF	New Construction	Required for new construction developments	
16f.	Sustainability Development Plan	PDF	New Construction	Required for new construction developments	
16g.	Sustainability Operation Plan	PDF	New Construction	Required for new construction developments	
16h.	Energy Audit	PDF	Rehab/conversion	Required for rehab and conversion developments	
Relocation					
17a.	Relocation Plan	PDF		Required if project has existing tenants	
17b.	Current Tenant List and Demographic Information	PDF		Required if project has existing tenants	
17c.	General Information Notice	PDF		Required if project has existing tenants. Provide a draft of the GIN intended for use upon development approval	
17d.	MHDC Relocation Policy	PDF		Required if project has existing tenants, signed acceptance of MHDC Relocation Policy	X
Development Team					
18a.	Experience Summary FIN-105	PDF	All applications	Required for all Consultant(s), Developer(s) and Owner(s)	X
18b.	Developer Fee Structure Addendum	PDF		Required if development team includes multiple developers or consultant(s)	X
18c.	Financial Qualifications	PDF	All applications		X
18d.	Developer Financial Statement(s)	PDF	All applications	Required for each Developer and Guarantor; Financial Form available, however other documents containing all requirements may be used	X
18e.	Management Agency Certification	PDF	All applications		
Other Documents					
19a.	Financing Fee Addendum	Excel		Required if financing fees are complex	X
19b.	Current Rent Roll	PDF		Required if project has existing tenants	
19c.	Utility Allowance Documentation	PDF	All applications		
19d.	Site Acquisition Documentation	PDF	All applications	Required if acquisition costs greater than \$25,000	
19e.	Notification State Senator	PDF	All applications		
19f.	Notification Representative	PDF	All applications		
19g.	Notification City Councilperson or Alderman	PDF	All applications		
19h.	Notification Housing Authority Executive Director	PDF	All applications		
19i.	Notification Head of Local Law Enforcement	PDF	All applications		
19j.	Notification School Superintendent	PDF		Required for family new construction or family conversion	
19k.	Application Self-Score Form	Excel	All applications		X
19l.	Letter(s) of Support	PDF		Optional	
19m.	MHDC Waiver Request	PDF		Include MHDC signed and approved version, as applicable	X
19n.	Additional Information	PDF		Optional	