**Affordable Housing Assistance Program**

**Tax Credit Accountability Act Reporting Form**

|  |  |
| --- | --- |
| Date: | AHAP #: |
| Non-Profit Agency (Applicant) |  |
| Non-Profit Mailing Address | Street Address    City ST Zip |
| Non-Profit Contact Name |  |
| Non-Profit Contact Phone |  |
| Development Name |  |
| Development Address | Street Address        MO  City ST Zip        County |
| Development Contact Name |  |
| Development Contact Phone |  |
| Development Contact Mailing Address | Street Address    City ST Zip |
| Fair Market Value of Development |  |
| Projected or Actual Labor Cost |  |
| Projected or Actual Date of Substantial Completion |  |
| Neighborhood Area(s) Served |  |

|  |  |  |
| --- | --- | --- |
| **Permanent Job Creation** | | |
| For the past Fiscal Year  In the Month of: | Permanent Full-time Jobs Created | Permanent Part-time Jobs Created |
| July |  |  |
| August |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| December |  |  |
| January |  |  |
| February |  |  |
| March |  |  |
| April |  |  |
| May |  |  |
| June |  |  |

I, the undersigned representative of the Non-Profit Applicant for the AHAP credits issued for the benefit of the above-referenced development, certify that the information provided herein is true and correct to the best of my knowledge. I understand that a determination of fraud in the application process or failure to meet annual reporting requirements will affect consideration of future funding for the Non-Profit entity.

Signature

Name

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Annual State Tax Credit Report Instructions**

**Affordable Housing Assistance Program (AHAP)**

Pursuant to RSMo 135.800-830, successful applicants for the Missouri Affordable Housing Assistance Program tax credit (“AHAP Credit”) are required to provide information annually for three years following the issuance of AHAP Credits. This report is due on June 30 of each year, beginning no earlier than one year after the credits have been issued.

***Report Requirements***

The purpose of the annual report is to confirm or revise information originally provided in the AHAP Credit application. The non-profit entity receiving the donation upon which the AHAP Credit is based is responsible for filing the annual report. Information required includes the name of the non-profit entity receiving the donation and the name and address of the property. The Fair Market Value is defined as the value as of the purchase of the property or the most recent assessment, whichever is more recent. The Projected or Actual Labor Cost refers to the portion of the contractor’s construction payment that relates to labor costs only (exclusive of the cost of materials, general requirements, and builder’s overhead and profit). MHDC has determined that Substantial Completion Date is the completion of construction of the development as approved by the owner, architect, and general contractor, or if no construction activity has taken place, the Substantial Completion Date shall refer to the date of the transfer of the deed. For properties with multiple buildings that have more than one date of Substantial Completion, the last and final date of Substantial Completion shall be reported as the completion date of the development. The Neighborhood Area(s) Served will confirm the local area impacted by the development. The Permanent Jobs Creation table documents the number of permanent jobs created as a result of the donations associated with AHAP tax credits that were used in the project. The number of permanent jobs created must be documented on a month-by-month basis for the fiscal year at the end of which the AHAP-300 is due. The definition of permanent full-time and permanent part-time is determined by the entity creating the new job. If this is the first reporting year in which this form is due, also complete form AHAP-305 (Reporting Year #1 - Jobs Created Addendum). Mail both forms to MHDC at the same time together. The form AHAP-305 is located at **https://mhdc.com/programs/community-programs/missouri-affordable-housing-assistance-program-ahap/.**

***Penalties***

Failure to meet annual reporting requirements may affect consideration of future funding for the non-profit entity.

***Change of Address***

The person or entity obligated to complete these annual reporting requirements shall provide MHDC with notice of change of address when necessary.

***Contacts***

Annual reports must be submitted to MHDC, c/o AHAP Program, 1201 Walnut, Ste 1800, Kansas City, MO 64106.