



MAAP Uploads Checklist

Development Name:

Developer Name:

<i>All documents to be uploaded into MAAP as indicated below</i>	<i>Format Required</i>	<i>Required for All Applications</i>	<i>Comments</i>	<i>Form on MHDC Website</i>
<b>General Information</b>				
<b>Development Information</b>				
No Upload Fields				
<b>Economic Impact</b>				
No Upload Fields				
<b>Additional Information</b>				
Additional Documentation	PDF		If applicable to General Information	
<b>Site Conditions</b>				
<b>Site Purchase Detail</b>				
Zoning Letter	PDF	X		X
Buyer Deed, Site Control Option or Lease Agreement	PDF	X		
Seller Site Control Deed or Title Commitment Policy	PDF	X		
Legal Description	PDF	X		
<b>Site Conditions</b>				
Notification to Seller FIN-305	Signed PDF	X		X
Development Location Map	PDF	X		
Site Photographs	PDF	X		
Site Plan	PDF	X		
Subdivision Map	PDF	X		
FEMA Flood Map	PDF	X		
Environmental Phase I or II Report	PDF			
<b>Site Elected Officials Information</b>				
Proof of Elected Officials Notification	PDF	X		
Letters of Support	PDF			
<b>Site Utility Information</b>				
Utility Allowance Letter	PDF	X		
<b>Additional Information</b>				
Additional Documentation	PDF		If applicable to Site Conditions	
<b>Building Information</b>				
Additional Documentation	PDF		If applicable to Building Information	
<b>Unit Detail</b>				
Additional Documentation	PDF		If applicable to Unit Detail	
<b>Development Characteristics</b>				
No Upload Fields				
<b>Housing Priorities</b>				
<b>HOME CHDO</b>				
MHDC HOME CHDO Questionnaire	Excel	Required if applying for this housing priority		X
Certificate of Incorporation	PDF			
Articles of Incorporation or Charter	PDF			
By-Laws	PDF			
Certificate of Good Standing	PDF			
Evidence of NP Status	PDF			
CPA Certification Letter or Independent Audit	PDF			
Current Organization Chart	PDF			
List of Current Board Members or Commissioners	PDF			
Annual Report	PDF			
Most Recent Strategic Plan	PDF			
List of Paid CHDO Staff along with payroll register or copies of W-2s or W-4s	PDF			
Copies of Job duties or Resumes of all staff members associated with the housing component of the Agency	PDF			
List of any federal funded programs being administered by the Agency	PDF			
<b>Nonprofit Participation</b>				
MHDC Nonprofit Participation Questionnaire	Excel	Required if applying for this housing priority		X
Articles of Incorporation or Charter	PDF			
By-Laws	PDF			
IRS Determination Letter	PDF			
Nonprofit Certification of Incorporation	PDF			
List of Current Board Members	PDF			
Nonprofit Certificate of Good Standing	PDF			
Most recent Audited Financial Statements	PDF			



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<b>Opportunity Area</b>				
MHDC Opportunity Area Questionnaire	Excel	Required if applying for this housing priority		X
<b>Preservation</b>				
Preservation Letter (for MHDC and/or RD/HUD Properties only)	PDF	Required if applying for this housing priority		X
Property Note	PDF			
Property Regulatory Agreement	PDF			
Rent Subsidy Agreement	PDF			
Property Rent Information	PDF			
Property Audited Financials (last 3 years)	PDF			
Physical Needs Assessment (for HUD and/or MHDC Properties only)	PDF			
As-Is Capital Needs Assessment (for RD Properties only)	PDF			
<b>Service-Enriched</b>				
MHDC Service Enriched Housing Questionnaire	Excel	Required if applying for this housing priority		X
Supportive Service Plan	PDF			
Service Provider Letter(s) of Intent	PDF			
Service Provider(s) Job Description	PDF			
<b>Set-Aside Preference</b>				
MHDC Set-Aside Priority Questionnaire	Excel	Required if applying for this housing priority		X
Draft Referral & Support Agreement	PDF			
Permanent Supportive Housing Marketing Plan	PDF			
<b>Workforce Housing Priority</b>				
Permanent Supportive Housing Marketing Plan	PDF	Required if applying for this housing priority		X
<b>CDBG-DR</b>				
DED/Jefferson City CDBG-DR Letter of Intent	PDF	Required if applying for this housing priority		
<b>Additional Information</b>				
Additional Documentation	PDF		If applicable to Housing Priorities	
<b>Costs</b>				
Additional Documentation	PDF		If applicable to Costs	
<b>Developer Fee Structure</b>				
Additional Documentation	PDF		If applicable to Developer Fee Structure	
<b>Sources</b>				
Federal LIHTC Financing Commitment	PDF	X		
State LIHTC Financing Commitment	PDF	X		
Federal Historic Tax Credit Financing Commitment	PDF			
State Historic Tax Credit Financing Commitment	PDF			
Non-MHDC Financing Commitment	PDF	X		
Participation Loan Financing Commitment	PDF	X		
MHDC Financing Fee Addendum	PDF	X		X
<b>Operating Budget</b>				
No Upload Fields				
<b>Requested Programmatic Sources</b>				
Additional Documentation	PDF		If applicable to Programmatic Sources	
<b>Subsidies &amp; Existing Restrictions</b>				
<b>Subsidies Information</b>				
Existing LURA or Use Agreements	PDF	Required if existing Regulatory Requirements		
Supportive Documents for terms of Tax Abatement	PDF	Required if project will receive any form of tax abatement		
<b>Project Based Rental Assistance Information</b>				
Rental Assistance Commitment Letter	PDF			
Rental Assistance Calculator	Excel	Required if project includes self-funded rental assistance		X
Additional Documentation	PDF		If applicable to Subsidies & Existing Restrictions	
<b>Developer &amp; Ownership Information</b>				
Developer Qualifications (FIN-107)	PDF	X		X
Experience Summary (Developer)	PDF	X		X
Experience Summary (Ownership)	PDF	X		
Experience Summary (Management Company)	PDF	X		
Developer Financial Statements	PDF	Required through ShareFile, not in MAAP		
<b>Development Team Contacts</b>				

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Additional Documentation	PDF		If applicable to Development Team Contacts	
<b>Financial Contacts</b>				
No Upload Fields				
<b>Other Uploads</b>				
<b>Application Documents</b>				
Self-Score Sheet	Excel	X		X
Application Addendum	Excel/PDF	X		X
MHDC Development Questionnaire	PDF	X		X
Evidence of Consistency with Consolidated Plan	PDF	Required when jurisdiction has a Consolidated Plan filed with HUD		
Evidence of Consistency with Comprehensive Plan	PDF	Required when jurisdiction does not have a consolidated plan but has a Comprehensive Plan		
<b>Architectural Items</b>				
Elevations	PDF	Required if new construction		
Building Floor Plan	PDF			
Unit Plan	PDF	Required if project is rehab		
Photos	PDF			
Scope of Work	PDF			
Physical Needs Assessment or Capital Needs Assessment	PDF			
Structural Letter	PDF			
<b>Sustainable Housing Items</b>				
Green Building and Techniques Description	PDF	Required if new construction		
Sustainability Team Resume	PDF			
Sustainability Team Member Role Description	PDF			
Sustainability Pre-Development Plan	PDF			
Sustainability Development Plan	PDF			
Sustainability Operation Plan	PDF			
Energy Audit	PDF	Required if Rehab		
<b>Relocation Uploads</b>				
Relocation Plan	PDF	Required if existing tenants		X
Tenant List & Household Data	PDF			
Draft General Information Notice (GIN)	PDF			
Signed Acceptance of MHDC Relocation Policy	PDF			X
<b>Homeownership Plan</b>				
Homeownership Plan	PDF			
<b>Management Agency Certification</b>				
Management Agency Certification	PDF	X		
<b>IRS Form 8821 and Missouri Form 8821</b>				
IRS 8821	Signed PDF	X		X
Missouri 8821	Signed PDF	X		X
<b>Market Study Information</b>				
Market Study	PDF	X		
MHDC Market Study Form 1300	PDF	X		X
<b>MHDC Waiver Request</b>				
MHDC Approved Waivers	PDF			X
<b>Authorized Signatory Certification</b>				
Authorized Signatory Certification	PDF	X		
<b>ProForma</b>				
No Upload Fields				
<b>Application Fee</b>			Paid through PayPal Link	