MAAP Application
Guide

July 2025

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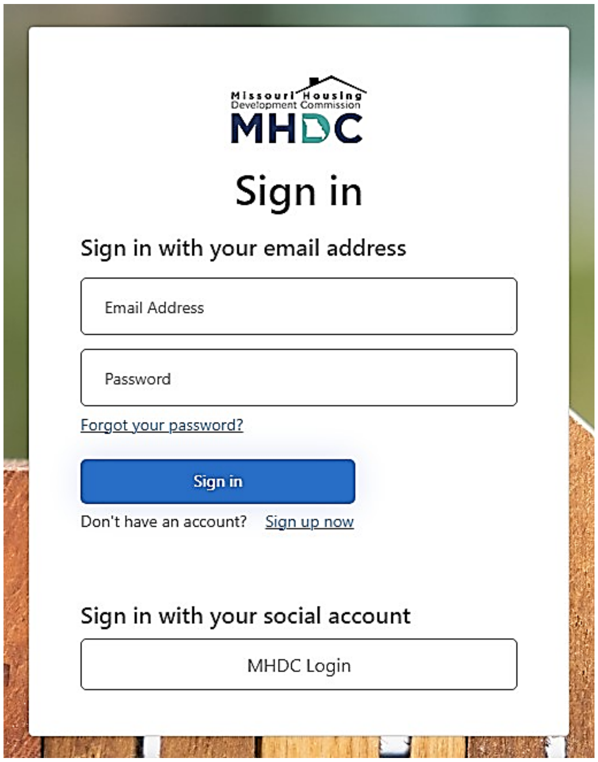
MAAP APPLICATION GUIDANCE

The Missouri Housing Development Commission (MHDC) provides funding to qualified nonprofit organizations and for-profit developers for the acquisition and rehabilitation or new construction of affordable rental housing for low- and moderate-income families in the form of below market interest rate construction and permanent financing. MHDC funds are typically combined with federal and state Low-Income Housing Tax Credits (LIHTC) and other federal U.S. Housing and Urban Development (HUD) programs administered by MHDC to fund affordable multifamily and senior housing developments.

MHDC utilizes the Multifamily Application & Administration Portal (MAAP) for the submission and ongoing administration of multifamily rental production applications. The purpose of this document is to provide application guidance and information needed to utilize the MAAP software. Applicants are encouraged to review this MAAP User Guide in addition to the Developer's Guide and other provided resources prior to utilizing MAAP. Some questions and sections in the MAAP application are conditional and only appear based on prior selections made throughout the application. This document includes all questions that may appear in the application.

MAAP
Quick Start Guide

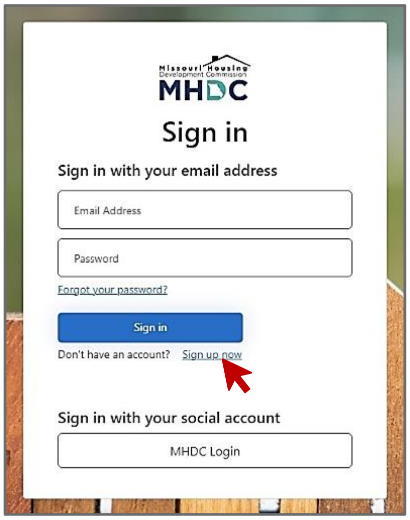


[MAAP Webpage]

How to create a new account

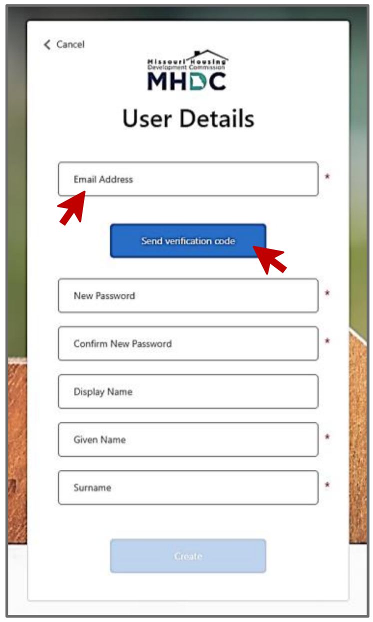
1

If you don't have an account, click Sign up now.



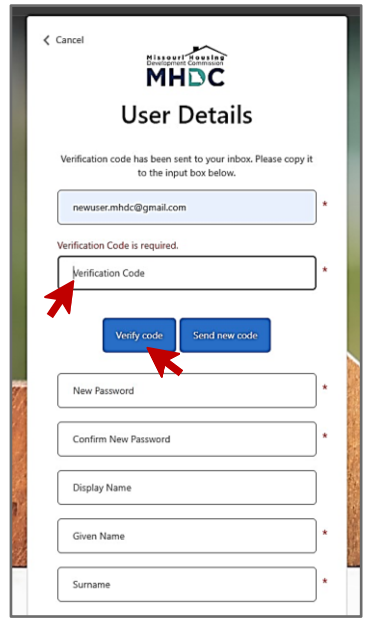
2

Enter an email address and click send verification code.



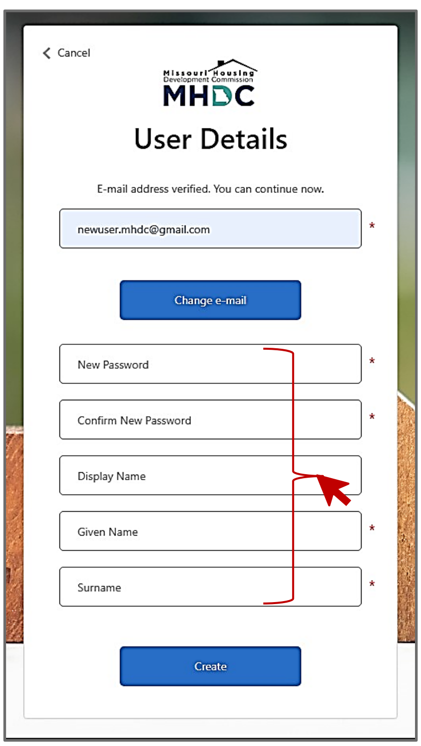
3

Enter the verification code sent to your email address and click verify code.



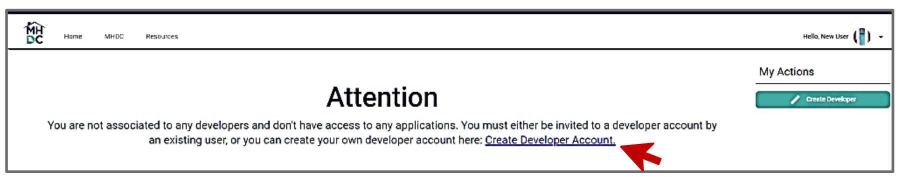
4

Enter the verification code sent to your email address and click create.



5

Once you have created your new user account you are ready to create your developer account. Click Create Developer Account.

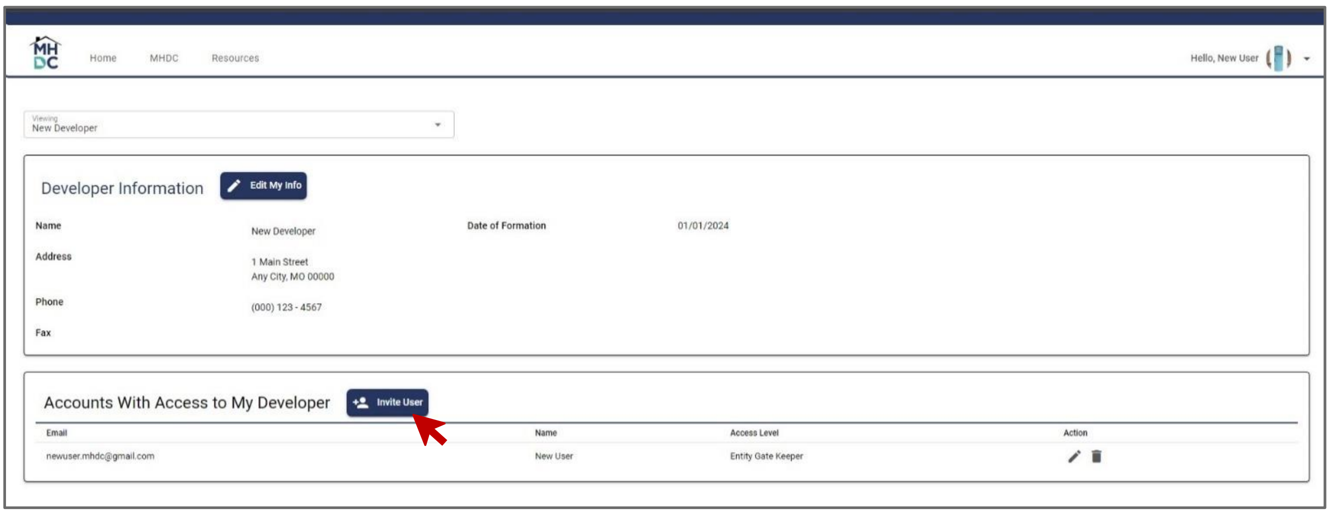


6

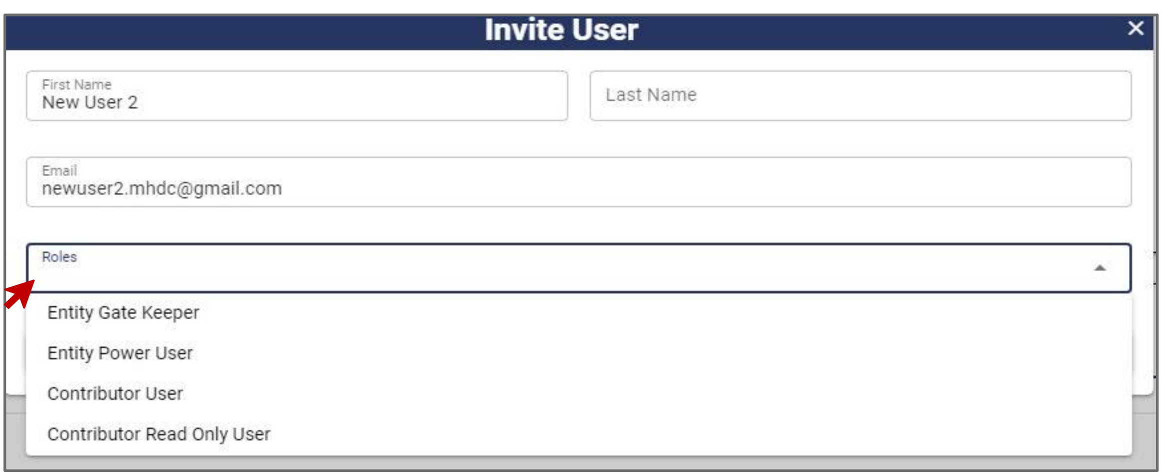
Enter all required new developer information and click save.

7 After you create a new developer and click Save, the My Application screen will appear. On the My Application screen under My Actions, you can Create Application, Create Developer and Manage Developer Information. If you would like to modify your information or invite a user to your account, click Manage Developer Information.

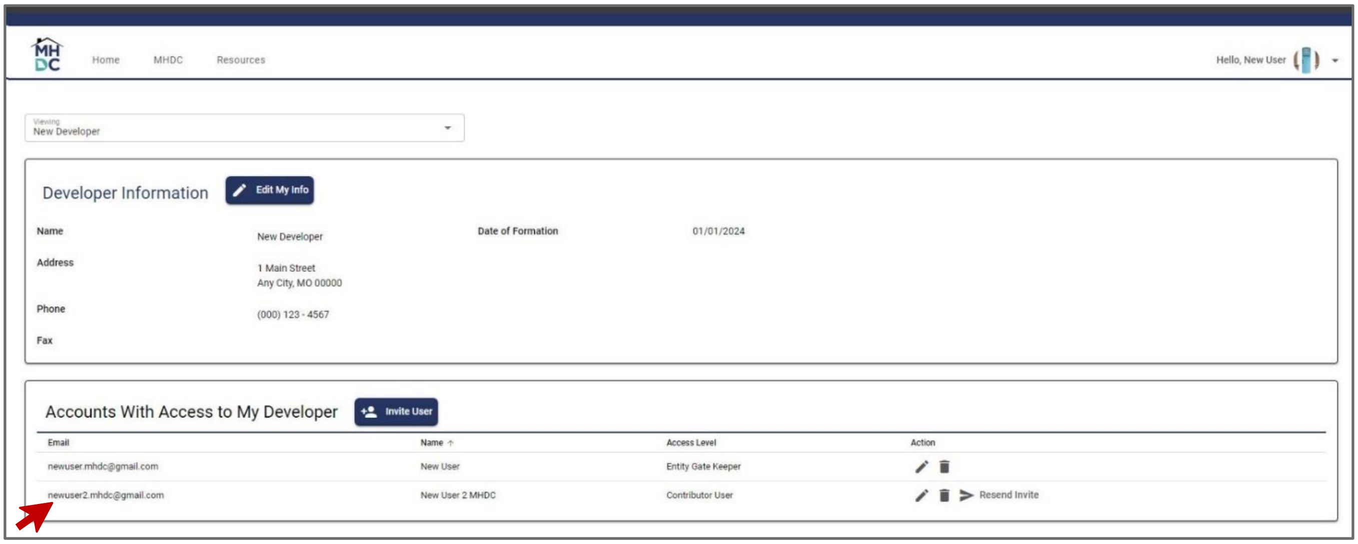
8 On the Manage Developer information screen you can edit your information or invite a user to your account. To add an additional user to your My Developer Account, click Invite User.



9 Enter in the new user's general information and select a role from the drop-down menu for the new user. Each role has different access levels and different functions please review the functions of each user role below. Click Invite when complete. The new user will receive an email to confirm.

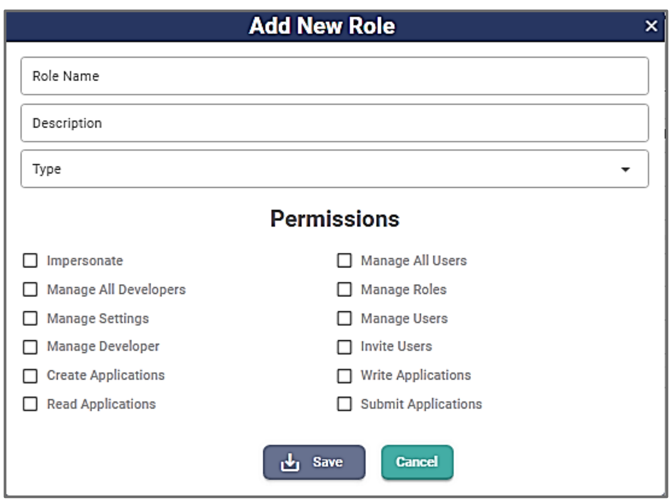


10 After the invite is sent the email address provided the new users email will appear under the Accounts with Access to My Developer tab. On this screen you can edit user roles or remove the users access to the portal.

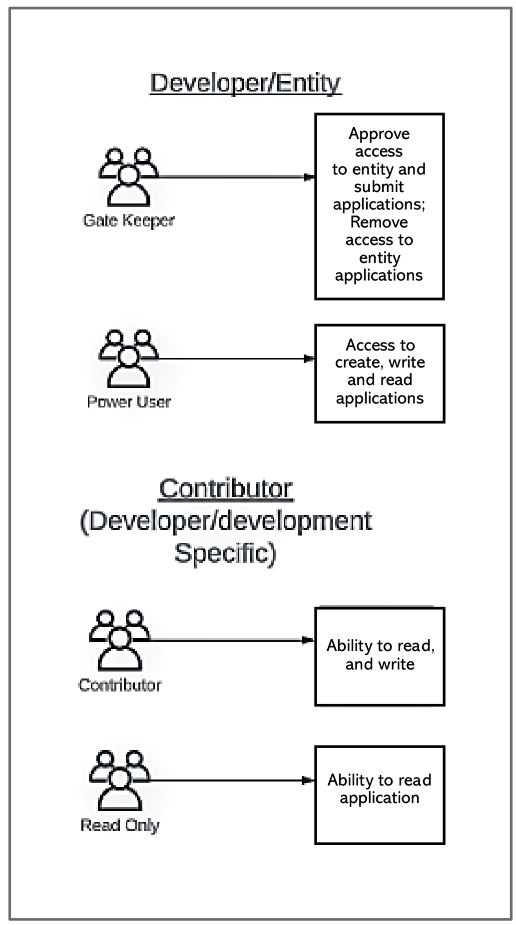


11 There are four (4) **Access Level and Functions:** Entity Gate Keeper, Entity Power User, Contributor User and Contributor Read Only.

When you create an account, you are an **Entity Gate Keeper**. Here are the permissions of the Entity Gate Keeper.



Once you invite a contributor, they can fall under two categories: **Contributor User**, or **Contributor Read Only User**. Contributor Users can write and read applications, but contributor read only users can only read applications.



Once the invitee confirms and accepts the email invite they will have access to the portal.
If the invitee is unable to locate the portal email invite make sure they check their spam folder.

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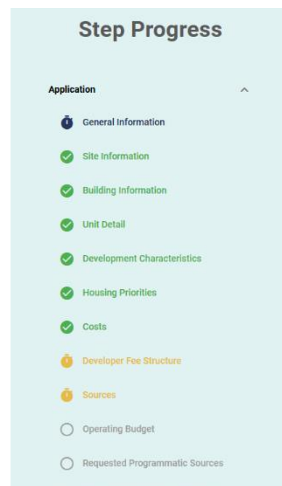
MAAP APPLICATION OVERVIEW

The MAAP Application is comprised of the following 17 sections:

1. General Information
2. Site Information
3. Building Information
4. Unit Detail
5. Development Characteristics
6. Housing Priorities
7. Costs
8. Developer Fee Structure
9. Sources
10. Operating Budget
11. Requested Programmatic Sources
12. Subsidies & Existing Restrictions
13. Developer & Ownership Information
14. Development Team Contacts
15. Financial Contacts
16. Other Uploads
17. Pro Forma

The Step Progress Panel

As you utilize MAAP, the step progress panel will be displayed on the right side.
This panel allows you to navigate to any of the pages by clicking on the page name.
Pages are initially gray until you have landed on the page.
The page link for the page that you are currently on will display in blue.
If a page is incomplete, the page link will be yellow.
Once a page has been completed, the page link will display in green.
You will not be able to submit the application until all page links are green.



The subsequent pages of this User Guide detail each of the MAAP Application pages, including the sections, questions, and answer options from each page. Please note that some questions and sections in the MAAP application are conditional and only appear based on prior selections made throughout the application; however, this document includes all questions that may appear in the application.

GENERAL INFORMATION

Development Information

The Development Information section contains basic information about the type of development being proposed in the application.

Development Information
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Development Name: *   Enter the name of the proposed development.
Construction Method (Select all that apply):*   Select New Construction, Rehabilitation, and/or Acquisition.   ▪ If applying for acquisition credits, acquisition must be Selected.
Occupancy Type: *   Select Senior 55+, Senior 62+, or Family.   ▪ Family means there is no age-restriction for the development.
Type of Rental Structure: *   Select Standard Rental, Homeownership Opportunity, Single Room Occupancy, or Transitional.
Does this development have multiple sites? *   Select Yes or No.   ▪ If yes was selected, and the development has multiple sites, additional information is required.   **Are the sites contiguous?** If yes was selected in prior question, this question will appear. Buildings are proximate if they are located on a single tract of land. The term "tract" means any parcel(s) which are contiguous except for the interposition of a road, street, stream, or similar property. Otherwise, parcels are contiguous if their boundaries meet at one or more points. Non-contiguous sites are required to be 100% affordable.   ▪ Information for each site will be entered on the Site Information page.
Are there existing residential or commercial tenants on any of the sites included in this development? *   Select Yes or No. If Yes, is selected, additional relocation materials will be required on the uploads page.
LIHTC Funding Sources Requested (choose one): *   Select 4% Tax-Exempt Bonds, 9% LIHTC, or No LIHTC Requested.
Is the development part of an organized community development, neighborhood preservation or area revitalization plan? *   Select Yes or No. If yes selected, the following appears: ▪ Identify and describe the applicable plan: Provide the title and brief description of the appliable plan.   ▪ Date of adoption: Enter the date of adoption of the applicable plan.
Is this a second phase development? *   Select Yes or No. If Yes Selected, the following appears: ▪ **What is the current vacancy rate on the first phase development**?   Enter the current vacancy rate for prior phase.
Is there a waitlist? *   Select Yes or No
Are there planned additional phases on current or adjacent sites to this development? *   Select yes or no.

How many buildings will be acquired for the development? *   Enter the number of buildings that will be acquired for the application regardless of eligibility for acquisition credits. If none, please Enter "0".
Are you using a master lease structure? *   Select yes or no
Note: If rehabilitation was selected for construction method, the following questions will appear: ▪ Provide the current occupancy rate of the development.   Enter the percentage of occupancy.   ▪ Does your development plan seek to convert assisted low-income housing to market rate?   Select yes or no.
Anticipated number of months from closing to completion: Enter value

Economic Impact

The Economic Impact section contains information about the impact of development on the Missouri economy.

Economic Impact
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Number of employees in Missouri if the developer has existing operations in Missouri: *   Enter value
What is the percentage of hard costs expected to be paid to Missouri-based firms, vendors, and/or suppliers? *   Enter a percentage
What is the amount of hard costs expected to be paid to Missouri-based firms, vendors, and/or suppliers? *   Enter value
What is the percentage of soft costs expected to be paid to Missouri-based firms, vendors, and/or suppliers? *   Enter a percentage
What is the amount of soft costs expected to be paid to Missouri-based firms, vendors, and/or suppliers? *   Enter value
What is the projected Missouri savings in Medicaid expenses if the project is recommended and approved for funding? *   Enter value

Additional Information

If there is any additional information pertaining to this page that you would like to provide, answer the following:

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required: Enter additional information if necessary.
Upload Additional Documentation, if applicable.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ General Information tab ▪ Site Information tab ▪ Tax Credit Addendum tab ▪ Building Information tab ▪ Relocation tab ▪ Subsidies tab ▪ Economic Impact tab	▪ Development Characteristics Worksheet

SITE INFORMATION

Sites

NEW Application

If you are just beginning, you will need to add site information. Click the Add button to add new information.

INPROGRESS Application Status

If the application status is INPROGRESS, the Add, Edit, and Delete buttons will display.

SUBMITTED Application Status

If the application status is INPROGRESS, the View button will be the only option displayed.

Site Location Info
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Site Name: *   Enter the name of the site.
Site Address: *   Enter the full address for the site.
City: *   Enter the city of the proposed site.
County: *   Select the county of the proposed site from the drop-down menu.
State: *   Select the state of the proposed site from the drop-down menu.
Zip code: *   Enter the zip code of the proposed development
Is this a verified site address? *   Select yes or no.   If no, provide the nearest verified address or cross streets.
Region: * *This field auto appears based on county.*
Latitude and Longitude: *   Enter the latitude and longitude for the site.
Is the site located within the city limits? *   Select yes or no.

Site Purchase Detail

Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.

Form of Site Control: *
Select from list of Option, Contract, Deed, Leasehold, or Other.
- If other form of site control selected, please explain in box that appears.

Date of Site Control: *
Enter date of form of site control selected in prior question.

Will this form of site control expire? *
Select yes or no.
- If no ("No Expiration"), please explain. This question appears if no is Selected in previous question.
  Enter explanation.
- If yes, Expiration date of option, contract, or lease: this question appears if yes is selected in previous question.
  Enter date of expiration.

Purchase Price: *
Enter value.

Fair Market Price: *
Enter value.

Total site land area purchased (in square acres): *
Enter value in square acres.

Site land area for the proposed development (in square acres): *
Enter value in square acres

Number of units per Acre: *
Enter value

Annual Ground Rent (if applicable):
Enter value if applicable

Lease Term: *
If leasehold is selected in form of site control, enter the number of years of lease term.

Seller / Entity name: *
Enter the name, full mailing address, and phone number of the Seller/Entity

Mailing Address: *
Enter mailing address information
- Building address
- City
- State
- Zip Code

Is this an Arms-Length Transaction? *
Select yes or no
- If no, explain the relationship between buyer and seller.
  - [ ] Upload a executed sales contract or settlement statement from the last arms-length transaction.

Is this currently zoned appropriately for your proposed development? *
- If no, what is the anticipated approval date for the zoning.

Does the site currently have or previously had federally restricted funding? *   Select yes or no.
Is there an existing development that was previously funded in part by MHDC? *   Select yes or no.   ▪ If yes, what is the property name and MHDC development number?   Enter development name as approved by MHDC and development number.   ▪ Is the development currently in the LIHTC extended use period?   Select yes or no.

Upload the following documents: *	
❑ Zoning Letter* ❑ Buyer Deed, Site Control Option or Lease *Agreement	❑ Seller Site Control Deed or Title Commitment Policy* ❑ Legal Description*

Site Conditions

Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.

Describe unusual site conditions i.e. rock removal – slope control – cuts and fills – trucking soil to or from site – high water table – removal of soil/rock or debris – drainage swales/ditches – wetlands -erosion – bearing soil:

Enter description.

Adjoining properties *

Describe adjoining properties, including all potential hazards or conditions mentioned above plus all non-residential development and/or public or private improvements within 500 feet.

Enter description for each direction:

- North
- South
- East
- West

Upload Notification to Seller FIN-305 *

Click on the Edit/Upload Files button to upload document(s).

Will demolition be required on this site? *

Select yes or no.

Upload development items necessary for the application: *

Click on the Edit/Upload Files button to upload document(s).

- Development Location Map
- Site Photographs
- Site Plan
- Subdivision Map
- FEMA Flood Map
- Environmental Phase I or II Report

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Site Elected Officials Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
State and Federal Representatives If unknown, you can use Click Here to Look Up Representatives box to locate the elected officials based on the Site address. If there is not yet an existing address for the development, Enter the closest known address.
State Senate District #: * Select number from drop down list.
State Senator Name: * Enter Name, if position is vacant, Enter "Vacant".
Has the State Senator been notified of this proposal? * Select yes or no.
State House District #: * Select number from drop down list.
State House Representative Name: * Enter Name, if position is vacant, Enter "Vacant".
Has the State House Representative been notified of this proposal? * Select yes or no.
U.S. House District #: * Select the number from drop down list.
U.S House Representative Name: * Enter Name, if position is vacant, Enter "Vacant".
Local Officials* Enter information about the local officials and if they have been notified.
Mayor/Chief Elected Official Name: * Enter Elected Official Name or if the position is vacant, enter "Vacant".
Mayor/Chief Elected Official Title: * Enter Elected Official Title or if the position is vacant, enter "Vacant".
Has the Mayor/Chief Elected Official been notified of this proposal? * Select yes or no. Note: Notification of the Mayor/Chief Elected Official is a threshold document requirement.
Executive Director of Local Housing Authority Name: * Enter Name, if position is vacant, Enter "Vacant".
Has the Executive Director of Local Housing Authority been notified of this proposal? * Select yes or no.
School District Name: * Select School District from drop down list.
Superintendent of School District Name: * Enter Name, if position is vacant, Enter "Vacant".
Has the Superintendent been notified of this proposal? * Select yes or no.

Councilperson/Alderperson Name: *
Enter Name, if position is vacant, enter "Vacant".

Councilperson/Alderperson Title: *
Enter Title, if position is vacant, enter "Vacant".

Has the Councilperson/Alderperson been notified of this proposal? *
Select yes or no.

Head of Local Law Enforcement Name and Title:
Enter Name, if position is vacant, enter "Vacant".

Has the Head of Local Law Enforcement been notified of this proposal?
Select yes or no.

Elected Officials Uploads

Please Upload Proof of Elected Officials Notification as appliable: *

- Chief executive of the local jurisdiction (threshold document)
- State Senator
- State Representative
- Executive Director of the Public Housing Authority
- Superintendent of Schools
- Councilperson(s)/Alderpersons(s)

Click on the Edit/Upload Files button to upload document(s).

Upload Letters of Support for this proposal (if applicable)
Click on the Edit/Upload Files button to upload document(s).

Site Utility Information

Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.

Complete the utility allowance table for the bedroom sizes included in the proposed development and indicate whether the utilities are tenant-paid or owner-paid. Utility types include heating, cooking, hot water, lighting, air conditioning, water, sewer, trash, and other. If any utility types or bedroom sizes do not apply, leave it blank. Any existing housing allowances for PHA, HUD, RD, or Section 8 can be uploaded in the "Other Uploads" section of this application.

Please complete the utility allowance table below, including both tenant and owner allowances. Any existing housing allowances for PHA, HUD, RD, or Section 8 can be uploaded in the "Other Uploads" section of this application.

	Utility Type	To Be Paid By	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Heating	Electric	Tenant	$ 0.01	$ 0.01	$ 28.00	$ 33.00	$ 0.01	$ 0.01
Cooking	Electric	Tenant	$ 0.01	$ 0.01	$ 7.00	$ 10.00	$ 0.01	$ 0.01
Hot Water	Electric	Tenant	$ 0.01	$ 0.01	$ 20.00	$ 19.00	$ 0.01	$ 0.01
Lighting	Electric	Tenant	$ 0.01	$ 0.01	$ 32.00	$ 41.00	$ 0.01	$ 0.01
Air Conditioning	Electric	Tenant	$ 0.01	$ 0.01	$ 0.00	$ 0.00	$ 0.01	$ 0.01
Water		Tenant	$ 0.01	$ 0.01	$ 40.00	$ 55.00	$ 0.01	$ 0.01
Sewer		Tenant	$ 0.01	$ 0.01	$ 41.00	$ 57.00	$ 0.01	$ 0.01
Trash		Owner	$ 0.01	$ 0.01	$ 19.00	$ 19.00	$ 0.01	$ 0.01
Other			$	$	$	$	$	$
Tenant Paid Total			$ 0.07	$ 0.07	$ 168.00	$ 215.00	$ 0.07	$ 0.06
Owner Paid Total			$ 0.01	$ 0.01	$ 19.00	$ 19.00	$ 0.01	$ 0.01
Total			$ 0.08	$ 0.08	$ 187.00	$ 234.00	$ 0.08	$ 0.07

Source of utility allowance data: Select option from list of Local PHA, HUD, RD, Sec 8, or Other. ▪ If Local PHA, Name of Local PHA: Enter Name of PHA in text box that ▪ If Other, please explain: Explain in text box that appears.
Effective date of utility allowance schedule Enter Date
Utility Allowance Letter Click on the Edit/Upload Files button to upload document(s).
Site information entry is now complete.

Please Note
Repeat this process for each individual site.

If you need to make changes to an existing site, click the "Edit" button for that site:

Site #	Site Name	Address	City	
Site 1	Site 1 Name	Site 1 Address	Site 1 City	Edit Delete View
Site 2	Site 2 Name	Site 2 Address	Site 2 City	Edit Delete View

If you need to delete a previously Entered site, click the "Delete" button for that site. You will receive a pop up notification to confirm before the site is deleted.

Primary Development Address

Primary Development Address If development has more than one site, this question will appear.
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Please select the site below to be designated as the primary development address: * Select a site name from drop down list of sites that you have entered.

Additional Information

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required: Enter additional information if necessary.
Upload Additional Documentation, if applicable.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ General Information tab ▪ Site Information tab ▪ Development Plan tab ▪ MHDC 2013 tab	▪ Zoning Letter ▪ Buyer Deed, Site Control Option or Lease Agreement ▪ Seller Site Control Deed or Title Commitment Policy ▪ Legal Description ▪ Notification to Seller FIN-305 ▪ Development Location Map ▪ Utility Allowance Letter

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

BUILDING INFORMATION

Buildings

Depending on what stage the application is in, certain action buttons will display. Among these options are add, edit, copy, view or delete.

NEW Application
If you are just beginning, you will need to add buildings within your development. Click the Add button to add a new building.

INPROGRESS Application Status
If the application status is INPROGRESS, the Add, Edit, and Delete buttons will display.

SUBMITTED Application Status
If the application status is INPROGRESS, the View button will be the only option displayed.

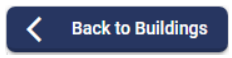
To begin and add information for each site in the development, click on the Add button.

Building Overview
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Building Type: * Select from Residential or Non-Residential ▪ If mixed use, select residential. Mixed use will be noted by Entering Common area or Commercial square footage in questions below.
Building Number: * Enter a building number.
Associated Site Name/Number Where Building is Located: * Select from the drop-down list generated from the site names Entered on Site page.
Address: Enter the address information about the building being entered. Address fields are entered separately. ▪ Address * ▪ City * ▪ State * ▪ Zip Code * ▪ County * ▪ Census Tract information *
Qualified Census Tract (QCT): Select yes or no.
Tax Credit type to be claimed (Select all that apply): * Select all that apply from New Construction, Rehabilitation, and Acquisition.
Is there an existing building? * Select yes or no. ▪ If yes, enter the year built. (An additional question will display if there is an existing building) **Is this building being converted from non-residential use?** Select yes or no.
Common area sq ft: Enter the square footage of common areas.
Commercial area sq ft: Enter the square footage of commercial areas. This identifies the mixed use.

Building Type & Accessibility
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Structure Type: Select from Building without elevator, Building with elevator, Single story row units, Duplexes with party wall, Two story row (townhouse) units, or Single Family detached units.
Number of Stories: Enter the number of stories and number of elevators.
Building information entry is now complete.

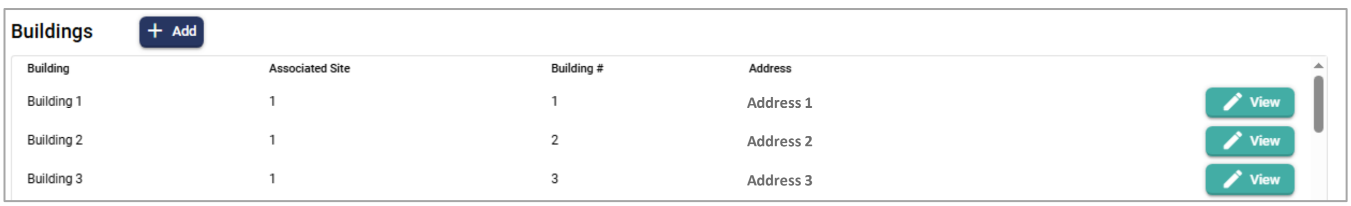
Click **Save** Progress before proceeding.

To exit the table and return to the Unit Summary click the **Back to Buildings** button.



Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

The Buildings table will display under Building Information.
If you need to modify information, click on the Edit, Delete or View button.
Buttons will display according to application status. (See Modification Instructions)



Buildings + Add

Building	Associated Site	Building #	Address	
Building 1	1	1	Address 1	View
Building 2	1	2	Address 2	View
Building 3	1	3	Address 3	View

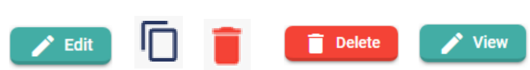
Table Modification Instructions

Edit Button
If you need to make changes to an existing building, click the "Edit" button for that building.

Delete Button
To delete a previously entered building, click the "Delete" button for that building.
You will receive a pop up to confirm that you want to delete this building.

View Button
The View button will appear if the application is locked or the application has been submitted.

Copy Button
If you need to copy an existing building entered, click the "Copy" button for that building. A prompt will ask you to confirm opening building details after copying to make any necessary changes.

Building	Associated Site	Building #	Address	
Building 5	1	5	Building Address	

Building Summaries

Building Summaries
Once you return to the Building Information screen, the building information you entered will now populate and be displayed on the table.

Building Summaries

Building Type Summary

Building Type	# of Buildings	# of Stories	# of Elevators
Building without Elevator	0	0	--
Building with Elevator	0	0	0
Single Story Row Units	0	--	--
Duplexes with Party Wall	21	--	--
Two Story Row (Townhouse) Units	0	0	--
Single Family Detached Units	0	0	0
Total	21	0	0

Additional Information

If there is any additional information pertaining to this page that you would like to provide, answer the following: If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required:

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required: Enter additional information if necessary.
Upload Additional Documentation, if applicable.

Click **Save** Progress before proceeding.

Save Progress

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Back Next

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
Building Information tab	N/A

UNIT DETAIL

Unit Summary Overview

Click on the Edit Unit Table to access the unit table.

Units

This table auto validates as you enter data.

Note: Table may have minimal delays when saving when a high volume of units have been entered.

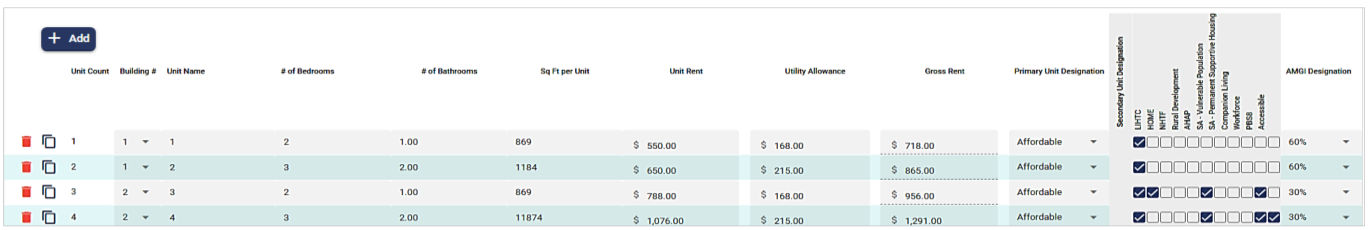
If this is a new application and you are just beginning to add unit information or if you are adding additional units to the existing data, click add.

To make changes or add more units, click on the blue Edit Unit Table button.

Unit Table

Click on the Add button to add blank units within the table. You can copy a previous row by selecting the “Copy” button to the left of the row that you want to copy. This will copy all information of the line except for the Unit Name.

You can manually edit the copied data. You can also delete a row by clicking the red trash can Delete button next to it.


+ Add

Unit Count	Building #	Unit Name	# of Bedrooms	# of Bathrooms	Sq Ft per Unit	Unit Rent	Utility Allowance	Gross Rent	Primary Unit Designation	LIHTC	HOME	NHTF	Rural Development	AHAP	SA - Vulnerable Population	SA - Permanent Supportive Housing	Companion Living	Workforce	PBS8	Accessible	AMGI Designation
1	1	1	2	1.00	869	$ 550.00	$ 168.00	$ 718.00	Affordable	✓											60%
2	1	2	3	2.00	1184	$ 650.00	$ 215.00	$ 865.00	Affordable	✓											60%
3	2	3	2	1.00	869	$ 788.00	$ 168.00	$ 956.00	Affordable	✓	✓				✓				✓		30%
4	2	4	3	2.00	11874	$ 1,076.00	$ 215.00	$ 1,291.00	Affordable	✓					✓				✓	✓	30%

Secondary Unit Designation

Units	
Click, Enter or Select the Following Data	**Note:** Every item with a **red *** is a required field.
Unit Count: This is an autogenerated field.	
Building #: * Select from the building names entered on Building Information page.	
Unit Name: * Enter the unit name/number with five or less characters	
# of Bedrooms: * Enter value.	
# of Bathrooms: * Enter value.	
Sq Ft per Unit: * Enter value.	
Unit Rent: * Enter value.	
Utility Allowance: * Enter value.	

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Gross Rent: *   This is a calculated field adding the Unit Rent and the Utility Allowance columns.
Primary Unit Designation: *   Select from Affordable, Market, or Employee.
Secondary Unit Designation: Select all that apply to the unit LIHTC, HOME, NHTF, Rural Development, AHAP, SA (Set-aside) Vulnerable Populations, SA- Permanent Supportive Housing, Companion Living, Workforce, PSS8 (Section 8), and Accessible.
AMGI Designation: Select from 10-80%. If Market is the Primary Unit Designation, then this field is not available.
Units information entry is now complete.

Click **Save** Progress before proceeding.

To exit the table and return to the Unit Summary click the **Back to Unit Summary** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

Unit Summaries

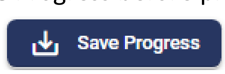
The Unit Summaries section automatically calculates and summarizes information provided in the Edit Unit Table. Information includes Unit Summary, Rent Summary, AMI Summary, and Accessibility Summary data. The Total Estimate Monthly Rental Income and the Current AMI Average will also populate on this page.

Additional Information

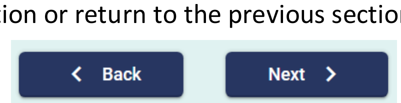
Additional Information	
Click, Enter or Select the Following Data	**Note:** Every item with a **red** * is a required field.
If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required: Enter additional information if necessary.	
Upload Additional Documentation, if applicable.	

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Development Plan tab	N/A

Click **Save** Progress before proceeding.



To continue on to the next section or return to the previous section click the **Back** or **Next** button.



Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

DEVELOPMENT CHARACTERISTICS

The Development Characteristics Section: Question displayed on this page will depend on whether there is new construction, rehabilitation, or acquisition indicated on the Building Overview Page.

Sustainable Housing Election

New Construction – Required Sustainable Housing Election
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
IF New Construction – Required Sustainable Housing Election
Select the applicable green building program for the development (Select all that apply): *   Select from: LEED, Enterprise Green Communities, or NGBS National Green Building Standard ICC 700-2012.
Will the development be certified in the Selected program? *   Select yes or no.
IF Rehabilitation – Optional Sustainable Housing Election
Select the applicable green building program for the development (Select all that apply): *   LEED, Enterprise Green Communities, NGBS National Green Building Standard ICC 700-2012, or None.   If LEED is Selected, Enter the name of LEED Program.
Will the development be certified in the Selected program? *   Select yes or no.   If Yes: What certification level will the development attain? Enter certification level.

Building Description

Building Description
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Does the design incorporate Universal Design features? *   Select yes or no.
Type of Foundation: *   Select from Full basement, Partial basement, Crawl space, or Slab-on-grade.
Structural System, e.g., wood frame, steel frame: *   Enter information.
Floor System (1st Fl): *   Select from wood frame, concrete, or wood & concrete.
List any assemblies or components manufactured off-site and delivered for on-site assembly and installation: Enter information.
Exterior Finishes: (Title not displayed)   Enter the percentage for each of the following options: No Exterior Finishes header in MAAP   ▪ Brink - % of building *   ▪ Stucco - % of building *   ▪ Hardboard - % of building *   ▪ Vinyl Siding - % of building *   ▪ Brick Veneer - % of building *   ▪ Adhered Veneer - % of building *   ▪ Cement Board - % of building *

Exterior Finishes Total Percentages: *   This is a calculated field of the Exterior finishes and needs to total 100%.
Windows: *   Select any that apply from options of: Single or Double-Hung, Sliding, Preserved historic windows or finishes, and/or Casement.

Energy Information

Energy Information
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Heating System: *   Select from Forced Air/Natural Gas, Forced Air/Heat Pump, Forced Air/Electric, or other.   **If Other:** Explain other
Cooling System: *   Select from Electric, Heat Pump, or other.   **If Other:** Explain other.
Domestic Hot Water – energy source: *   Select Electric or Natural gas.
Domestic Hot Water – supply: *   Select Single-Unit Supply or Shared Common Supply
Programmable Thermostat: *   Select yes or no.

Community Building and Common Space Information

Community Building and Common Space Information
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Type of Common Space: Check all that apply: * Community Building, Meeting Room, Office Space, Full Kitchen*, Computer Workstations, Swimming Pool, Kitchenette, and/or Other recreational/community amenities. (*to qualify as a full kitchen, it must include a sink with a sprayer, built-in microwave, self-cleaning oven, garbage disposal, dishwasher, refrigerator, cabinets and storage).
Is Community Building attached to residential units: Select yes or no.
Kitchenette amenities description: Describe the options in the kitchenette, if applicable.

Parking Information

Parking Information
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field..
Number of units with single attached (enclosed) garage: *   Enter value.

Number of units with double attached (enclosed) garage: *   Enter value.
Number of covered parking spaces: *   This includes whether they are carport or garage spaces which will be broken by type in the next two questions.   Enter value.
Number of carport spaces: *   Enter value.
Number of parking garage spaces: *   Enter value.
Number of on-site parking spaces: *   This includes employee, visitor, and resident spaces.   Enter value.
Number of on-site resident parking spaces: *   Enter value.
Number of off-site resident parking spaces: *   Enter value.

Building Amenities

Building Amenities
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Laundry Facilities: Select any that apply: Common on-site laundry, In-unit laundry, and/ or shelf.   ▪ If in-unit laundry, select from Washer-dryer hookups or Washer and dryer.
Laundry Floor Covering: Select from VCT, Seamless Vinyl, or LVT.

Entries

Entries
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Entry Amenities: Select from Porch, Patio, Balcony, Emergency signal light fixture, Doorbell, Interior entry landing at door, and/or Storm door.
Security: Select from Unit alarms, Intercom, and/or Secured exterior building access.
Storm Shelter: Select from Safe room and/or Community shelter.
Storage: Select from Basement, Standard, and/or Outside.
Attic Access: Select from Hallway and/or Bedroom.

Mechanical Closet:

Select from Water heater, Furnace and A/C and/or Shelving

Hallway:

Hallway Amenities:

Select from Attic Fan and/or blinds.

Hallway Floor Covering:

Select from VCT, Seamless Vinyl, Carpet, Hardwood, or LVT.

Living Room

Living Room Amenities:

Select from Ceiling lights, Ceiling fan, Phone connection, Hardwired Internet, TV/Cable connection, and/or Blinds.

Living Room Floor Covering:

Select from VCT, Seamless Vinyl, Carpet, Hardwood, or LVT.

Dining Room

Dining Room (or eating area) Amenities:

Select from Ceiling lights, Ceiling fan, and/or Blinds.

Dining Room Floor Covering:

Select from VCT, Seamless Vinyl, Carpet, Hardwood, or LVT.

Kitchen:

Kitchen Amenities:

Select from Refrigerator, Range/oven, and/or Range exhaust/hood.

Kitchen Amenities – Optional:

Select from Dishwasher, Microwave, Combination microwave/range hood, Garbage disposal, Pantry closet, Light over kitchen sink, Blinds, and/or Entry storm door.

Kitchen Floor Covering:

Select from VCT, Seamless Vinyl, Carpet, Hardwood, or LVT.

For Bathrooms 1, 2 and Half-bath Sections:

Bathroom Amenities:

Select from Exhaust fan, Towel bar/ring, and/or Toilet paper holder.

Tub, Shower, or Roll-in Shower:

Select from Tub, Shower, and/or Roll-in Shower. “This question is not on Half-bath.”

Bathroom Amenities – Optional:

Select from Medicine cabinet, Shower rod, Soap/toothbrush holder, Blinds, and/or Emergency call button.

Bathroom Room Floor Covering:

Select from VCT, Seamless Vinyl, Carpet, Hardwood, or LVT.

For Bedroom 1 through 4 Sections:

Bedroom Amenities:

Select from Ceiling fan, Ceiling lights (lights switch operated) Phone connection, Hardwired Internet, TV/Cable connection, Blinds, and/or Emergency call button.

Bedroom Floor Covering:

Select from VCT, Seamless Vinyl, Carpet, Hardwood, or LVT.

Other:

Additional Amenities Not Described Above:

Enter information.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Development Plan tab	▪ Development Characteristics Worksheet

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

HOUSING PRIORITIES

Housing Priorities Selection: This page has dynamic questions and uploads that appear based on which are being applied from the Priority Group and/or the State Designated DDA under Basis Boost.

Housing Priorities Selection

Priority Group
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field..
Select the applicable priority group for which the proposed development qualifies (Select all that apply): Select from: HOME CHDO, Nonprofit Participation (9% only), Opportunity Area, Preservation, Service-Enriched, Set-Aside Preference, Workforce Housing, CDBG-DR, and/or None. Based on priorities selected, additional questions will appear in the sections below.

Basis Boost Section

Basis Boost
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Is the proposed development seeking a 30% basis boost? Select yes or no. ▪ If yes, Select the applicable basis boost for which the proposed development qualifies (Select all that apply): Select from Qualified Census Tract (QCT), Difficult Development Area (DDA, and/or State Designated DDA. * ▪ If State Designated DDA, Select the applicable State Designated DDAs that apply: Select from Preservation, Service-Enriched, Set-Aside Preference, Workforce Housing. **Note:** option applies to 9% LIHTC applications only.

Funding Priorities Section (if HOME CDHO selected)

Funding Priorities (if HOME CDHO)
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
CHDO Legal or DBA Name: * Enter information.
IRS Tax-Exempt Status: * Select from Exemption under 501(c)(3) or 501(c)(4), Subordinate of a central nonprofit under IRC Section 905, and/or A private nonprofit that is a wholly owned subsidiary of an organization that has 501(c)(3) or (c)(4) status and meets the CHDO definition.
Role in Development: * Select from Owner, Developer, or Sponsor.
CHDO Contact person's Full name and title *
Authorized Signatory full name and title *

Upload the following documents: *	
❑ MHDC HOME CHDO Questionnaire * ❑ Certificate of Incorporation* ❑ Articles of Incorporation or Charter* ❑ By-Laws* ❑ Certificate of Good Standing* ❑ Evidence of NP Status* ❑ CPA Certification Letter or Independent Audit* ❑ Current Organization Chart*	❑ List of Current Board Members or Commissioners* ❑ Annual Report* ❑ Most Recent Strategic Plan* ❑ List of Paid CHDO Staff along with payroll register or copies of W-2s or W-4s* ❑ Copies of Job duties or Resumes of all staff members associated with the housing component of the Agency* ❑ List of any federal funded programs being administered by the Agency*

Nonprofit Participation Priority (9% only)

Funding Priorities Detail (if Nonprofit Participation Priority (9% only))	
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.	
Will a nonprofit organization own an interest in and materially participate in the project in accordance with Section 42 of the Internal Revenue Code? Select yes or no. • **Note:** The answer must be "Yes" in order to qualify for the Nonprofit Participation set-aside. Questions below will only populate based on a "Yes" response.	
Legal or DBA Name: * Enter information.	
IRS Tax-Exempt Status: * Select from 501(c)(3), 501(c)(4), or other.	
Role in Development: * Select from Developer, Managing Partner/Managing Member, and/or Other General Partner/Other Member.	
Describe the nonprofit material participation in the development of the project: * Enter information.	
Describe the nonprofit material participation in the operation of the project throughout the extended use period: * Enter information.	
Nonprofit Contact Full name and title: * Enter information.	
Authorized Signatory Full name and title: * Enter information.	
Upload the following documents	
❑ MHDC Nonprofit Participation Questionnaire ❑ Articles of Incorporation ❑ By-Laws ❑ Upload IRS Determination Letter	❑ Nonprofit Certification of Incorporation ❑ List of Current Board of Directors ❑ Nonprofit Certificate of Good Standing (State) ❑ Most recent Audited Financial Statements (include a list of major donors)

Funding Priorities Detail Section (if Opportunity Area Priority)

Funding Priorities Detail (if Opportunity Area Priority)
Upload the following documents
❑ MHDC Opportunity Area Questionnaire

Funding Priorities Detail (if Preservation Priority)

Funding Priorities Detail (if Preservation Priority)	
Click, Enter or Select the Following Data	**Note:** Every item with a **red** * is a required field.
Please explain how the proposed development meets at least one of the Preservation criteria, as described in the QAP: * Enter information.	
Upload the following documents*	
❑ Preservation Letter * ❑ (for MHDC and/or RD/HUD Properties only) ❑ Property Note* ❑ Property Regulatory Agreement* ❑ Rent Subsidy Agreement (if applicable) *	❑ Property Rent Information * ❑ Property Audited Financials (last 3 years) * ❑ Physical Needs Assessment (for HUD and/or MHDC Properties only) ❑ As-Is Capital Needs Assessment (for RD Properties only)

Funding Priorities Detail (if Service-Enriched)

Funding Priorities Detail (if Service-Enriched)	
Click, Enter or Select the Following Data	**Note:** Every item with a **red** * is a required field.
What is the identified population(s) that will be served (Select all that apply)? * Select from Children of tenants, Individuals with physical impairments and/or development disabilities, Individuals with children, Elderly households, formerly homeless individuals and families, Individuals diagnosed with mental illness, Veterans, and/or Other. ▪ If other Selected: describe.	
Service Coordination Agency Name, full address, website, and contact information. *	
Is the above listed Service Provider currently in place (rehab and phased developments only)? * Select yes or no.	
Upload the following documents*	
❑ MHDC Service Enriched Housing Questionnaire* ❑ Supportive Service Plan*	❑ Service Provider Letter(s) of Intent* ❑ Service Provider(s) Job Description*

Funding Priorities Detail (if Set-Aside Preference)

Funding Priorities Detail (if Set-Aside Preference)	
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.	
Select the applicable Set-Aside Preference for the proposed development: * Select from Permanent Supportive Housing or Vulnerable Persons. ▪ If PSH, Select the population(s) that will be served under the Permanent Supportive Housing preference: Developmentally Impaired, Emotionally Impaired, Mentally Impaired, and/or Physically Impaired. ▪ If Vulnerable Persons, Select the population(s) that will be served under the Vulnerable Persons preference: Homeless (including survivors of domestic violence and human trafficking) and/or Youth aging out of foster care.	
Lead Referral Agency Name, Full address, website, and contact information. *	
Upload the following documents	
❑ MHDC Set-Aside Priority Questionnaire ❑ Draft Referral & Support Agreement	❑ Permanent Supportive Housing Marketing Plan

Funding Priorities Detail (if Workforce Housing Selected)

Funding Priorities Detail (if Nonprofit Participation Selected)
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Total Workforce Units: This is a calculated field based on the Unit Detail page.
Total Unit Count: This is a calculated field based on entries on the Unit Detail page.
Percentage of Total Units Designated as Workforce Housing: This is a calculated field based on entries on the Unit Detail page.

Funding Priorities Detail (if CDBG-DR Selected)

Funding Priorities Detail (if Nonprofit Participation Selected)
Upload the following documents
❑ DED/Jefferson City CDBG-Dr Letter of Intent *

Additional Information

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required: Enter additional information if necessary.
Upload Additional Documentation, if applicable.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Housing Priorities Tab ▪ Developer Information Tab ▪ Service Enriched Tab ▪ Set-Aside Preference Tab ▪ General Information Tab	▪ CHDO Questionnaire ▪ Nonprofit Participation Questionnaire ▪ Service Enriched Questionnaire ▪ Set-Aside Preference Questionnaire

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

COSTS

In these tables, applicants will enter costs and basis amounts for their development. Some fields do not allow user entry. Yellow fields are calculated by MAAP and gray fields are not applicable to the line item.

Construction Costs Details

This table contains both New Construction and Rehab costs. The table contains the following categories:

Construction Costs Details

	Total Construction	New Costs	Rehab Costs	Basis (New + Rehab)	Federal Historic Adjusted Basis
Site Work					
Earthwork	$ 0.00	$ 0.00	$	$ 0.00	$
Site Utilities	$ 482,000.00	$ 482,000.00	$	$ 482,000.00	$
Roads & Walks	$ 79,000.00	$ 79,000.00	$	$ 79,000.00	$
Site Work Subtotal	$ 561,000.00	$ 561,000.00	$	$ 561,000.00	$
Construction & Materials					
Concrete	$ 980,000.00	$ 980,000.00	$	$ 980,000.00	$

Construction Costs Details Table Includes:

- Site Work
- Construction & Materials
- Other Construction Costs
- General Requirements: (This category is now broken down by type of costs)
- Other Construction Contract Costs
- Construction Costs Paid by Owner

Soft Costs Details

This table contains the following categories:

Soft Costs Details

	Total Development Cost	Basis (Acquisition)	Basis (New + Rehab)	Federal Historic Adjusted Basis
Architecture & Engineering Costs				
Architect & Engineering Fee Design	$ 95,600.00	$	$ 95,600.00	$
Architect Fee Supervision	$ 24,400.00	$	$ 24,400.00	$
Soils Report	$ 36,000.00	$	$ 36,000.00	$
Survey	$ 24,000.00	$	$ 24,000.00	$

Soft Costs Details Table Includes:

- Architecture & Engineering Costs
- New Construction & Rehab Fees
- Acquisition Fees
- Bond Related Costs
- Other Soft Costs

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Tax Credit Eligibility Summary

Tax Credit Eligibility Summary: The table contains calculated fields. Complete the following:

Tax Credit Eligibility Summary	Basis (Acquisition)	Basis (New + Rehab)
Less Federal grants that finance development costs (9% Only)	$	$
Less Federal subsidies that finance development costs (9% Only)	$	$
Less Historic Tax Credit (Residential Portion Only)	$	$
Subtotal Eligible Basis	$	$ 10,846,195.00

Tax Credit Eligibility Summary Table Includes:
- Less Federal grants that finance development costs (9% Only)
- Less Federal subsidies that finance development costs (9% Only)
- Less Historic Tax Credit (Residential Portion Only)
- Applicable Fraction Multiplier (%)

Federal Historic Tax Credits Summary

Federal Historic Tax Credits Summary
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Eligible Federal Historic Tax Credits: This is a calculated field
Eligible State Historic Tax Credits: This is a calculated field
Residential Portion Federal Historic Tax Credits: Enter value

Additional Information

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required: Enter additional information if necessary.
Upload Additional Documentation, if applicable.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Development Costs tab	▪ Developer Fee Structure Addendum

Click **Save** Progress before proceeding.

Save Progress

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Back Next

DEVELOPER FEE STRUCTURE

Developer Fee Structure Overview

Developer Fee Structure Overview
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Name of Individual or Entity: * Enter information.
Role: * Select from Developer, Co-Developer, or Consultant.
Developer/Consultant Fee to be Paid: * Enter value. The sum of all fees entered should equal the development fee line item on the costs page.
Percentage of Developer Fee: * Enter value. Percentages should equal 100.
Select all stages of the development process in which the identified individual/entity will participate in the proposed development: * Select all that apply from application Submission, Firm Submission, Construction Completion, and/or Conversion/8609 Issuance.
Describe the work and/or guarantees that each party will complete to merit their fee. For guarantees, describe what is being guaranteed and for how long. * Enter information.
The information entered is now complete. You will repeat this to add as many Developer Fee Structures as needed. This section will count how many and total percentage entered.

Click **Save** Progress before proceeding.

Save Progress

To exit the table and return to the Developer Fee Structure click the **Back to Fee Structure Details** button.

Back to Fee Structure Details

Additional Information

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Will the fee be deferred until after construction completion: * Select yes or no. ▪ If yes, please note the terms: Enter information. **Will a rental assistance escrow be funded from the developer fee: *** Select yes or no. ▪ If yes, please describe any additional escrows to be funded by the developer fee: Enter information.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ N/A	▪ Developer Fee Structure Addendum

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

SOURCES

Tax Credit Sources

Tax Credit Sources
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Selected Tax Credit Type: this is auto populated based on the LIHTC funding sources Selected on the General Information page.
Federal and State Housing Credits Table: Enter the following: ▪ **Annual Credit Amount:** Enter amounts requested for Federal and State Tax Credits, as applicable. ▪ **Price in Cents:** Enter for Federal and State Tax Credits, as applicable. ▪ **Ownership Percentage:** Enter for Federal and State Tax Credits, as applicable.
Would you like to be considered for the State LIHTC Accelerated Redemption Pilot Program as described in the QAP? Select yes or no. * ▪ If yes, in the State Housing Tax Credit Accelerated table displays. Enter the following: Annual Credit Amount, Price in Cents and Ownership percentage.
Other Proceeds
Other Proceeds Table: Enter the following, if applicable: ▪ **Annual Credit Amount:** Enter for Federal Historic Tax Credits, State Historic Tax Credits, and AHAP Tax Credits, as applicable. ▪ **Price in Cents/Multiplier:** Enter for Federal Historic Tax Credits and State Historic Tax Credits, as applicable. AHAP Tax Credit set to $0.55 credit price. ▪ **Ownership Percentage:** Enter for Federal Historic Tax Credits and State Historic Tax Credits, as applicable. ▪ **Total Proceeds:** Figures will auto-populate based on figures provided above.

Construction Financing

Construction Financing
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
MHDC Program Funding Request Table: Click the blue "+ Add" button to add any MHDC Funding Request and Enter the following: ▪ **MHDC Source:** * Select Fund Balance, HOME-ARP, HOME, HOME CHDO, NHTF, or TCAP. ▪ **Are you requesting an MHDC Participation Loan for this funding source?** * Select yes or no. ▪ **Amount:** * Enter the amount of request. ▪ **Interest Rate:** * Enter value. Please refer to the MHDC Loan Terms Worksheet for applicable interest rates. ▪ **Loan terms (months)** : * Enter value.
The information entered is now complete.
Construction Financing – MHDC Program Funding Subtotal Enter value.

Construction Equity Sources
Tax Credit Equity During Construction Enter value. At least 20% of Federal and State LIHTC equity must be paid during the construction period.
General Partner Equity: Enter value.
Construction Financing Equity Sources Subtotal: The value will auto calculate.
Other Financing
Other Financing table: Click the blue "+ Add" button to add other financing sources and add the following for each, as applicable. ▪ **Lender/Source:** * Enter information. ▪ **Amount:** * Enter value. ▪ **Interest Rate:** * Enter value. ▪ **Loan Terms (months):** * Enter value.
The information entered is now complete.
Construction Financing Gap – Other Financing Subtotal: This field auto calculates. Sum of Amounts entered above.
Construction Financing Total: This field auto calculates. Sum of MHDC Program Funding Subtotal, Equity Sources Subtotal, and Other Financing Subtotal.
Construction Financing Gap
Table calculates Total Construction Period Funding Gap based on development costs and construction sources.

Permanent Financing

Permanent Financing
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
MHDC Program Funding Request table: Click the blue "+ Add" button to add any MHDC Funding Request and Enter the following: ▪ **MHDC Source:** * Select Fund Balance, HOME-ARP, HOME, HOME CHDO, NHTF, or TCAP. ▪ **Are you requesting an MHDC Participation Loan for this funding source?** * Select yes or no. ▪ **Position:*** Enter 1st through 10th or N/A. ▪ **Amount:*** Enter amount of request. ▪ **Interest Rate:*** Enter value. Please refer to the MHDC Loan Terms Worksheet for applicable interest rates. ▪ **Amortization Period (months) :** * Enter value. ▪ **Loan terms (months):*** Enter value. ▪ **Debt Type:*** Select Hard, Soft, or N/A. ▪ **Annual Debt Service:** * This is a calculated field. Sum of Amounts entered above.
The information entered is now complete.
Permanent Equity Sources
Permanent Equity Sources table: ▪ **General Partner Equity:** * Enter value. ▪ **Permanent Equity Sources Subtotal:** This field auto calculates based on General Partner Equity value entered.

Other Financing

Other Financing table:

Click the blue "+ Add" button to add any Other Financing and Enter the following:

- **Lender/Source:** * Enter information.
- **Position:** * Enter 1st through 10th or N/A.
- **Amount:** * Enter amount of request.
- **Interest Rate:** * Enter value.
- **Amortization Period (months):** * Enter value.
- **Loan terms (months):** * Enter value.
- **Debt Type:** * Select Hard, Soft, or N/A.
- **Annual Debt Service:** The field auto calculates based on Amount, Interest Rate and Amortization Period.

The information entered is now complete.

Permanent Financing Summary
The table calculates Permanent Financing Sources and Deferred Developer's Fee.

Leveraged Funds

Leveraged Funds
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.

Does this development proposal include leveraged funds? *

Select from Financial Investment, Local Government Support, and/or None.

- If Financial Investment Selected: *
  - ❑ Upload Financial Investment LOI
- If Local Government Selected: *
  - ❑ Upload Local Government Support Documentation

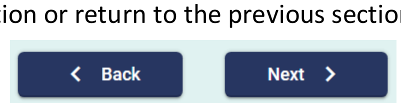
Preliminary Financing Commitment Uploads

Upload the following documents	
❑ Federal LIHTC Financing Commitment ❑ State LIHTC Financing Commitment ❑ Federal Historic Tax Credit Financing Commitment ❑ State Historic Tax Credit Financing Commitment	❑ Non-MHDC Financing Commitment ❑ Participation Loan Financing Commitment ❑ MHDC Financing Fee Addendum

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Tax Credit Addendum Tab ▪ Sources Tab	▪ N/A

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.



Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

OPERATING BUDGET

Payroll Expenses

Payroll Expenses
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Payroll Expenses table: ▪ **Type of Employee(s):** Select from Hourly, Contract, or Hourly/Contract (if both are applicable). ▪ **# of Employees:** Enter value. ▪ **Full/part Time:** Select Full Time, Part Time, or Full & Part Time (if both are applicable). ▪ **# of Hours Worked per week:** Enter value. ▪ **Average Hourly Wage:** Enter value. ▪ **Benefits & Taxes as % of Pay:** Enter value. ▪ **Total Yearly Amount of Contract:** Enter value.
If you need to remove a line of Entered information, you can click the "Undo button" next to the employee type to reset the line.

Administrative Expenses

Administrative Expenses
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Conventions & Meetings: * Enter value.
Management Consultants: Enter value.
Advertising & Marketing: * Enter value.
Office Salaries: This is a calculated field.
Office or Model Apartment Rent: Enter value.
Office Expenses, Supplies & Postage: * Enter value.
Leased Furniture: Enter value.
Monthly Management Fee per Unit: * Enter value.
Management Fees: This is a calculated field. ▪ Based on total units multiplied by the Monthly Management Fee per Unit.
Property Manager and Leasing Salaries: This is a calculated field. ▪ Based on Property Manager and Leasing rows in Payroll Expenses table.
Administrative Rent-Free Unit: Enter value.

Legal Expenses (Project): *   Enter value.
Audit Expenses (Accounting): *   Enter value.
Telephone: Enter value.
Bad Debts: Enter value.
Other Renting Expenses: Enter value.
Other Renting Expenses Description: Enter information if any value entered in prior question.
Miscellaneous Administrative Expenses: Enter value.
Miscellaneous Administrative Expenses Description: Enter information if any value entered in prior question.

Utilities Expenses

Utilities Expenses
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Electricity: *   Enter value.
Water: *   Enter value.
Gas: Enter value.
Sewer: *   Enter value.
Cable T.V. / Internet Access: Enter value.
Total Utilities Expenses: *   This is a calculated field.   ▪ Sum of all Utility Expenses entered above.

Operating & Maintenance Expenses

Operating & Maintenance Expenses
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Salaries – Less Contracts (Maintenance/Janitorial/Grounds):   This is a calculated field
O & M Contracts: This is a calculated field.   ▪ Sum of Contracts for both Grounds and Janitorial/Cleaning rows in Payroll Expenses table.

O & M Contracts: Grounds: This is a calculated field. ▪ Equals contract amount for Grounds row in Payroll Expenses table.
O & M Contracts: Janitorial / Cleaning: This is a calculated field. ▪ Equals contract amount for Janitorial/Cleaning row in Payroll Expenses table
O & M Contracts: Other (e.g. decorating, repairs excluding heating/cooling, etc.): Enter value
O & M Rent Free Unit: Enter value.
Garbage and Trash: * Enter value.
Security Salaries and Contracts: This is a calculated field. ▪ Equals Total Yearly Payroll Hourly/Salary + Contract amount for Security row in Payroll Expenses table
Security Rent Free Unit: Enter value.
Heating/Cooling repair Contracts: * Enter value.
Snow Removal (Supplies, Contracts): * Enter value.
Vehicle and Maintenance Equipment Operations and Repairs: Enter value.
Tools & Equipment: Enter value.
Pool (Supplies, Maintenance, Contracts): Enter value.
Exterminating: * Enter value.
Elevator Maintenance: Enter value.
Vacant Unit Prep (Carpets, Painting, etc.): * Enter value.
O & M Supplies (not listed in other O & M line items): * Enter value.
Miscellaneous Operating & Maintenance Expense: Enter value.
Miscellaneous Operating & Maintenance Expense Description: Enter information if any value is entered in prior question.
Total Maintenance Expenses: This is a calculated field. ▪ Sum of all fields above.

Fixed Expenses

Fixed Expenses
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Real Estate Taxes: * Enter value.
Payroll Taxes: Enter value.
Property & Liability Insurance: * Enter value.
Fidelity Bond: * Enter value.
Workers Comp: Enter value.
Health Insurance: Enter value.
MIP Insurance: Enter value.
Land Lease: Enter value.
Supportive Services: Enter value.
Miscellaneous Taxes, Licenses, Permits, & Insurance: Enter value.
Miscellaneous Taxes, Licenses, Permits, & Insurance Description: Enter information if any value is entered in prior question.
Replacement Reserve (per units): Enter value if other than default of $300.
Total Fixed Expenses Auto calculated field. ▪ Sum of all Fixed Expenses entered above

Expenses Summary

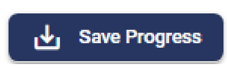
Expenses Summary
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Total Number of Units: * Enter Value.
The Expenses Summary Table: All figures are auto calculated from earlier data entries. ▪ **Total Annual Operating Expenses:** Per Unit and Total ▪ **Annual Replacement Reserve Contribution:** Per Unit and Total ▪ **Total Annual Operating Expenses and Reserve Payments:** Per Unit and Total

Other Income Summary

Other Income Summary
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Will the Project have non-rental income? * Select yes or no. If yes, proceed to table.
Other Income Summary Table: Click the blue "+ Add" button and complete the table with the following for each non-rental income source: ▪ **Income Type:** Select from Uncovered Parking Space, Carport Parking Space, Garage Parking Space, Commercial Space, Laundry, or Other. ▪ **Other Income Type:** If other was selected in prior question, please describe the other income type. ▪ **Quantity:** Enter value. ▪ **Unit:** Select from Spaces, Units, Square Foot, Other, and N/A. ▪ **Amount Per Month:** Enter value. ▪ **Estimated Occupancy:** Enter value. ▪ **Non-Rent Income:** This is a calculated field. ▪ **Total Monthly Gross:** This is a calculated field. ▪ **Total Annual Gross:** This is a calculated field.
The information entered is now complete.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Operating Budget tab ▪ Other Income tab	▪ N/A

Click **Save** Progress before proceeding.



To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

REQUESTED PROGRAMMATIC SOURCES

Tax Credit Detail

Tax Credit Detail Populates if you have selected 4% or 9% LIHTC Funding Sources Requested on the General Information page.
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Select one of the following set-aside options: * Select from 20/50, 40/60, or Income Averaging.
Will this development extend the compliance period beyond the initial 15-year LIHTC compliance period? Select yes or no. ▪ **If Yes, for how many years beyond the initial compliance period?** Enter Value.
Gross Rent Floor Election: * Select from: On date of initial allocation (carryover) or 4% agreement, On the Place-in Service Date, or When the Determination Letter is Issued (42m Letter).
Is this a linked project (requesting 4% and 9% LIHTC)? * Select yes or no ▪ If yes, please list the associated development(s): Enter information.

Acquisition Credits for Existing Buildings

Acquisition Credits for Existing Buildings This section will populate if you have selected Acquisition for Construction type on the General Information page.
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
How will the Buyer's Basis in building acquired for this development be determined? * Select from: Without Reference to Seller's Basis or With Reference to Seller's Basis.
Are any of the existing building eligible for tax credits using one of the exceptions to the 10-Year Rule in IRC 42(d)(6)? Select yes or no. * ▪ **If yes, which exceptions are you claiming?** Select from: Waiver from Secretary, Federally Assisted Building, or State Assisted Building.

Bond Information

Bond Information This section will populate if you have selected 4% Tax Exempt Bonds for LIHTC Funding Sources Requested on the General Information page.
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Has a complete application been submitted to the bond-issuing agency? * Select yes or no. ▪ If yes, Date Submitted: * Enter date.

Has the tax-exempt bond authority been allocated by the Missouri Department of Economic Development? *
Select yes or no.

Will the tax-exempt bonds be credit enhanced? *
Select yes or no.

- If yes, how will the bonds be credit-enhanced?
  Enter information.

Will this development be using Draw-Down bonds?
Select yes or no.

CHDO Designation

CHDO Designation
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.

Are you requesting funds from the HOME CHDO set-aside for this application? *
Select yes or no.

- **If yes, has the Nonprofit organization received CHDO certification on a previous MHDC application? ***
  Select yes or no.
- **If yes, are you requesting funds from the HOME CHDO set-aside for this application from a local participating jurisdiction (PJ)? ***
  Select yes or no.
- **If yes, has the Nonprofit organization received CHDO certification from a local PJ? ***
  Select yes or no.
- **If yes, Name of Local PJ:**
  Enter information.
  Date of Local PJ Designation:
  Enter date.

Are you requesting HOME CHDO operating grant funds? *
Select yes or no.

- **If yes, for how much? ***
  Enter value.

Additional Information

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.

If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required:
Enter additional information if necessary.

Upload Additional Documentation, if applicable.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Housing Priorities tab ▪ Tax Credit Addendum tab ▪ Non-Profit tab	▪ N/A

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

SUBSIDIES & EXISTING RESTRICTIONS

Subsidies Information

Subsidies Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Are there existing Regulatory Requirements for the development, including but not limited to Land Use Restriction Agreements (LURA) or Use Agreements: * Select yes or no ▪ If Yes, please describe: * Enter information. ❑ Upload Existing LURA or Use Agreements.
Select all existing subsidies that apply to this development: * Select from: HUD Program, Rural Development, AHAP, Other Subsidy/Regulatory Requirement, and/or None ▪ If other, please describe. *
Will this project receive any form of tax abatement? * Select yes or no. ▪ If yes, please describe the terms of the abatement: * Enter information. ❑ Upload Supporting documents for terms of tax abatement

Project Based Rental Assistance Information

Project Based Rental Assistance Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Do you expect to receive/currently receive rental subsidies for this project? * Select yes or no. ▪ **If yes, subsidies expected to receive/currently receiving (select all that apply):** * Select from Housing Choice Project Based Vouchers, Housing Choice Project Based Assistance, RD Rental Assistance, 236 Decoupling (Attach copy of 236 contract showing remaining term), Developer Funded Rental Assistance, and/or Other. Depending on what you select, answer specific questions will display. ▪ **If Housing Choice Project Based Vouchers selected:** ○ Provide Voucher Provider Information * ○ Number of units expected to receive assistance* ▪ **If Housing Choice Project Based Assistance selected:** ○ Housing Choice Project Based Assistance- Contract Expiration Date: Enter date. * ○ Housing Choice Project Based Assistance – Renewal Option: Enter information. * ○ Housing Choice Project Based Assistance – Date of Last Renewal: Enter date. * ○ Housing Choice Project Based Assistance – Date of RCS: Enter date. * ○ Number of units expected to receive assistance: Enter value. * ▪ **If RD Rental Assistance, 236 Decoupling, or Developer Funded Rental Assistance is selected:** ○ Number of units expected to receive assistance: Enter value. * ▪ **If Other selected:** ○ Other – Subsidy Source: Enter information. * ○ Other – Subsidy Provider: Enter information. * ○ Number of units expected to receive assistance: Enter value. *

Rents for existing units receiving rental assistance table:
Enter the values for minimum and maximum amount for each bedroom size of any existing units receiving rental assistance. Minimum amount must be greater than $100 and cannot exceed Maximum amount.

- ❑ Upload Rental Assistance Commitment Letter
- ❑ Upload Rental Assistance Calculator

Additional Information

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required: Enter additional information if necessary.
Upload Additional Documentation, if applicable.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Subsidies tab ▪ Site Info tab	▪ N/A

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

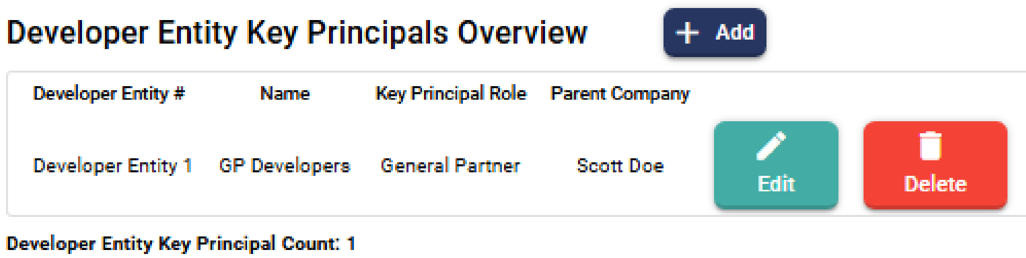
DEVELOPER & OWNERSHIP INFORMATION

Developer Information

Developer Information This section identifies all key developers and contact information
Click, Enter or Select the Following Data **Note:** Every item with a **red** * is a required field.
Will this development be developed by a Missouri individual, partnership, or corporation? * Select yes or no.
Entity Type: * Select from Limited Partnership, For-Profit Corporation, General Partner, Nonprofit Corporation, or Limited Liability Company.
Developer Legal Entity Name: * Enter information.
Doing Business As (DBA): * Enter information.
Phone number: * Enter 10 digits and extension (if needed).
Enter full address of Developer: * Enter information.
Date of Formation: * Select date.
How many years has your organization been in business under its present name? * Enter value.
Has the organization operated under any other name? * Select yes or no. ▪ If yes, please indicate the names: Enter information.
Are there any judgements, claims, arbitration proceedings, or suits pending or outstanding against your company or officers? * Select yes or no. ▪ If yes, please describe: * Enter information. ☐ Upload Explanation of judgements, claims, or arbitration proceedings or suits pending. *
Authorized Signatory
Authorized Signatory: * (All required with the exception of the Title/Position) Enter the Authorized Signatory's First Name, Last Name, Title/Position and Email Address.
Application Contact
Application Contact: * (All required with the exception of the Title/Position) Enter the Application Contact's First Name, Last Name, Email Address and Phone Number.

Developer Entity Key Principals Overview

Developer Principals Overview This section identifies all Developers Entity Key Principals.
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Click the blue + Add button to add each Developer Entity Key Principal. Data entered in the table can be edited or deleted at any time.



You will repeat this to add as many Developer Entity Key Principals as needed.
This section will count how many and total percentage entered.

Key Principal Role: e.g. General Partner, Member, etc.
Enter Information.

Is the key principal an individual or an entity. If entity, complete additional key principal forms for all key principals.
Select Individual or Entity.
- **If Entity** was selected, enter entity name and FEIN
- **If Individual,** Enter full name and Social Security Number (SSN).

Address:
Enter the full address.

Parent Company:
Select from developer legal name or key principal name.

Percentage of interest in ownership entity:
Enter value.

Years of experience in housing development:
Enter value.

Years of experience in affordable housing development:
Enter value.

Years of experience in Missouri affordable housing development:
Enter value.

Click **Save** Progress before proceeding.

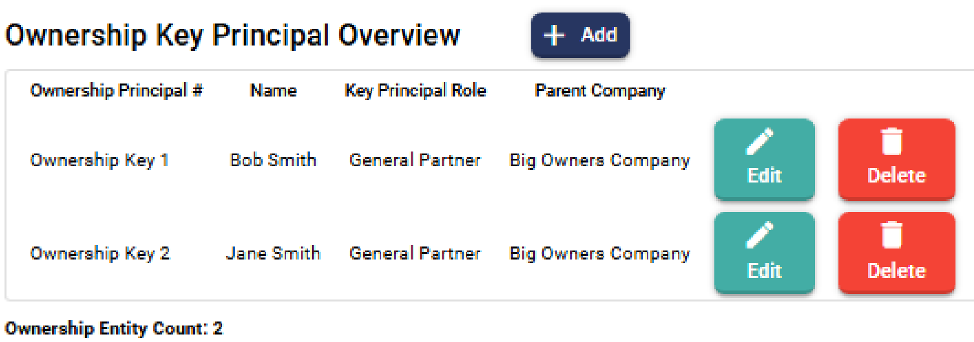
To exit the table and return to the Unit Summary click the **Back to Developer Entity Key Principals** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

Proposed Ownership Entity Information

Proposed Ownership Entity Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Ownership Entity or Proposed Ownership Entity Name: * Enter information.
Ownership Entity Type: * Select from Limited Partnership, For-Profit Corporation, General Partner, Nonprofit Corporation, or Limited Liability Company.
Address: * Enter the full address, including City, State, and ZIP.
Date of Formation (if not yet formed, leave blank): Enter date.
Authorized Signatory: * Enter full name, title, and email of Authorized Signatory.

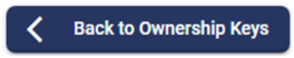
Ownership Key Principals Overview

Ownership Key Principal Overview The Ownership Key Principals Overview Section identifies all Ownership Key Principals.
Click, Enter or Select the Following Data **Note: ALL Fields below are required!**
Click the blue + Add button to add each Ownership Key Principal – GP/CO or Managing Member. Data entered in the table can be edited or deleted at any time.  You will repeat this to add as many Ownership Key Principals as needed. This section will count how many and total percentage entered.
Key Principal Role: e.g. General Partner, Member, etc. Enter Information.
Is the key principal an individual or an entity. If entity, complete additional key principal forms for all key principals. Select Individual or Entity. ▪ **If Entity** was selected, enter entity name and FEIN ▪ **If Individual,** Enter full name and Social Security Number (SSN).
Address: Enter the full address.
Parent Company: Select from ownership entity name or key principal name.

Percentage of interest in ownership entity/parent company: Enter value.
Years of experience in housing development: Enter value.
Years of experience in affordable housing development: Enter value.
Years of experience in Missouri affordable housing development: Enter value.

Click **Save** Progress before proceeding.

To exit the table and return to the Unit Summary click the **Back to Developer Entity Key Principals** button.



Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

Required Uploads

Upload the following documents	
❑ Developer Qualifications * ❑ Experience Summary (Developer) *	❑ Experience Summary (Ownership) * ❑ Experience Summary (Management Company) *
❑ Developer Financial Statement (Uploaded through ShareFile, not through MAAP)	

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Developer Info tab ▪ Ownership tab	▪ Developer Qualifications ▪ Experience Summary

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

DEVELOPMENT TEAM CONTACTS

Development Team Contacts

Development Team Contacts

Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.

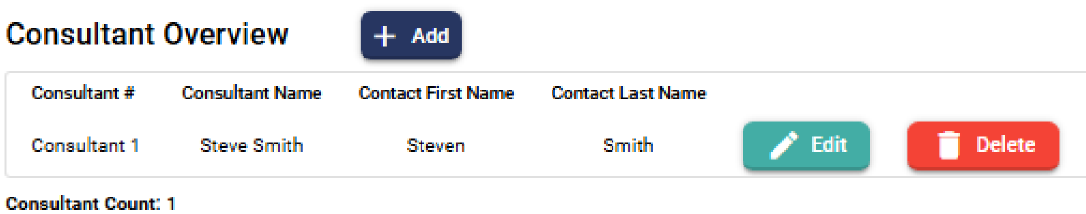
General Contractor: *
Enter the General Contractor's Name, full address, and contact information.

Property Manager: *
Enter the Property Manager's Name, full address, and contact information.

Relocation Contact:
Enter the Property Manager's Name, full address, and contact information.

- This field is only required if selecting "Yes" on the General information page to "Are there existing residential or commercial tenants on any of the sites included in this development.

Consultant Overview:
Click the add button to add each consultant, if applicable.
Enter full contact information and describe the consultation services provided.



Click **Save** Progress before proceeding.

To exit the table and return to the Unit Summary click the **Back to Developer Team Contacts** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

You will repeat this to add as many Consultants are needed.

This section will count how many are entered.

Attorney: *
Enter the Attorney's Name, full address, and contact information.

Accountant: *
Enter the Accountant's Name, full address, and contact information.

Architect: *
Enter the Architect's Name, full address, and contact information.

Title Company: *
Enter the Title Company's Name, full address, and contact information.

Surveyor: *
Enter the Surveyor's Name, full address, and contact information.

Physical Needs Firm: *
Enter the Physical Needs Firm's Name, full address, and contact information.

Environmental Firm: *

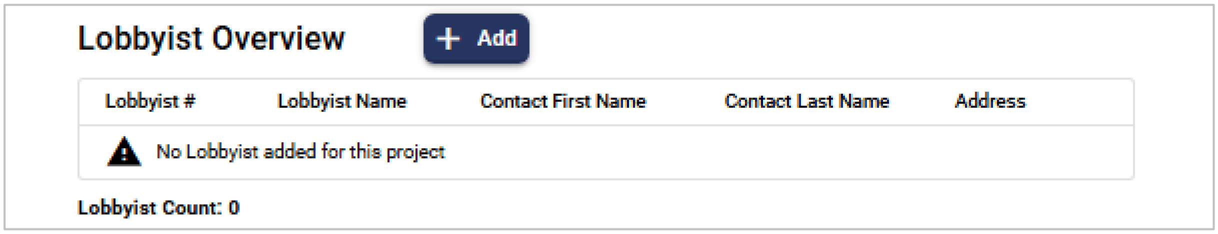
Enter the Environmental Firm's Name, full address, and contact information.

Market Study Firm: *

Enter the Market Study Firm's Name, full address, and contact information.

Lobbyist Overview:

Click the add button to add each Lobbyist, if applicable.



Enter the following data:

- Name of Lobbyist Company/Firm
- **Lobbyist for:**

  Select all that apply from Developer, Co-Developer, Managing General Partner/Managing Member, Other General Partner/Other Member, and/or Consultant.
- Enter full address, website and contact information.

Click **Save** Progress before proceeding.

To exit the table and return to the Unit Summary click the **Back to Developer Team Contacts** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

You will repeat this to add as many Lobbyists are needed.

This section will count how many are entered.

Additional Information

Additional Information
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
If applicable, please use the space below to briefly describe any unique or uncommon elements of the development related to the information provided above. Additional documentation may also be uploaded, as required: Enter additional information if necessary.
Edit/Upload Additional Documentation, if applicable.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Developer Team tab	▪ N/A

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

FINANCIAL CONTACTS

Syndication Contacts

Syndication Contacts
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
LIHTC Federal Syndicator: * Enter the name of Fund. Enter the Syndicator Name, full address, and contact information.
LIHTC State Syndicator: * Enter the name of Fund. Enter the Syndicator Name, full address, and contact information.
Historic Tax Credit Federal Syndicator (if applicable): Enter the name of Fund. Enter the Syndicator Name, full address, and contact information.
Historic Tax Credit State Syndicator (if applicable): Enter the name of Fund. Enter the Syndicator Name, full address, and contact information.

Bond Contacts

Bond Contacts
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Bond Issuer: Enter the following data: ▪ Bond Issuer Name ▪ Address, City, State and Zip Code ▪ Contact First Name, Last Name, Phone Number and Email Address
Bond Enhancer: Enter the following data: ▪ Bond Enhancer Name ▪ Address, City, State and Zip Code ▪ Contact First Name, Last Name, Phone Number and Email Address
Bond Underwriter: Enter the following data: ▪ Bond Underwriter Name ▪ Address, City, State and Zip Code ▪ Contact First Name, Last Name, Phone Number and Email Address
Bond Counsel: Enter the following data: ▪ Bond Underwriter Name ▪ Address, City, State and Zip Code ▪ Contact First Name, Last Name, Phone Number and Email Address

Bond Purchaser:

Enter the following data:

- Bond Purchaser Name
- Address, City, State and Zip Code
- Contact First Name, Last Name, Phone Number and Email Address

Bond Trustee:

Enter the following data:

- Bond Trustee Name
- Address, City, State and Zip Code
- Contact First Name, Last Name, Phone Number and Email Address

Other Financial Contacts

Other Financial Contacts
Click, Enter or Select the Following Data **Note:** Every item with a **red *** is a required field.
Special Equity Investor: Enter the following data: ▪ Name of Fund ▪ Investor Name ▪ Address, City, State and Zip Code ▪ Contact First Name, Last Name, Phone Number and Email Address

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Tax Credit Addendum ▪ Tax Exempt Bonds	▪ N/A

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

OTHER UPLOADS

Other Uploads

Upload the Following Data **Note:** Every item with a **red** * is a required field.

Application Documents

- ❑ Self-Score Sheet *
- ❑ Application Addendum *
- ❑ MHDC Development Questionnaire *
- ❑ Evidence of Consistency with Consolidated Plan *
- ❑ Evidence of Consistency with Comprehensive Plan*
- ❑ Current Rent Roll *

Architectural Items

Rehabilitation

- ❑ Photos *
- ❑ Scope of Work *
- ❑ Physical Needs Assessment or Capital Needs Assessment *
- ❑ Structural Letter *

Historic Tax Credits

- ❑ Federal Historic Approval *
- ❑ State Historic Approval *

New Construction

- ❑ Elevations *
- ❑ Building Floor Plan *
- ❑ Unit Plan *

Note: Items are required under certain conditions:

- **Rehabilitation uploads** are required if Rehabilitation was selected on General Information Page.
- **Historic Tax Credits uploads** are required if Historic Tax Credits listed under Sources Page.
- **New Construction uploads** are required if New Construction was selected on the General Information page.

Relocation

- ❑ Relocation Plan
- ❑ Tenant List & Household Data
- ❑ Draft General Information Notice (GIN)
- ❑ Signed Acceptance of MHDC Relocation Policy

Sustainable Housing Items

Rehabilitation

- ❑ Energy Audit*

New Construction

- ❑ Sustainability Team Resume*
- ❑ Sustainability Team Member Role Description*
- ❑ Sustainability Pre-Development Plan*
- ❑ Sustainability Development Plan*
- ❑ Sustainability Operation Plan*

Homeownership Plan

- ❑ Homeownership Plan

Management Agency Certification

- ❑ Management Agency Certification*

IRS Form 8821 and Missouri Form 8821

Provide all IRS and Missouri 8821s for Developer. General Partners, Key Principals, and Guarantors.

- ❑ IRS 8821 *
- ❑ Missouri 8821 *

Market Study Information

- ❑ Market Study *
- ❑ MHDC Market Study Form 1300 *

MHDC Waiver Request

- ❑ MHDC Approved Waivers

Authorized Signatory Certification

- ❑ Authorized Signatory Certification *

All uploads on this page are FIN-125 Documents

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.

Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

PRO FORMA

Annual Percentage Increases

This is a prepopulated table; however, you can increase Expenses and Replacement Reserves if applicable.

Annual Percentage Increase: Reasoning for Higher Annual Percentage Increase:

If you increase any of the percentages in the prior table, please provide reasoning.

Percentage Table

Table Includes:

- Expenses
- Income
- Replacement Reserves

	Percentage
Expenses	3 %
Income	2 %
Replacement Reserves	3 %

15-Year Cash Flow Analysis

This is a calculated table.

15-Year Cash Flow Analysis Table

Table Includes:

- Total Potential Rent Income
- Other Income
- Gross Potential Income
- Vacancy Allowance
- Effective Income
- Operating Expenses
- Replacement Reserves
- Net Operating Income
- DCR
- Cash Flow

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Total Potential Rent Income	$ 1,024,380.00	$ 1,044,867.60	$ 1,065,764.95	$ 1,087,080.25	$ 1,108,821.85	$ 1,130,998.29	$ 1,153,618.26
Other Income	$ 26,849.40	$ 27,386.39	$ 27,934.12	$ 28,492.80	$ 29,062.66	$ 29,643.91	$ 30,236.79
Gross Potential Income	$ 1,051,229.40	$ 1,072,253.99	$ 1,093,699.07	$ 1,115,573.05	$ 1,137,884.51	$ 1,160,642.20	$ 1,183,855.05
Vacancy Allowance	$ 73,586.06	$ 75,057.78	$ 76,558.94	$ 78,090.12	$ 79,651.92	$ 81,244.96	$ 82,869.86
Effective Income	$ 977,643.34	$ 997,196.21	$ 1,017,140.13	$ 1,037,482.93	$ 1,058,232.59	$ 1,079,397.24	$ 1,100,985.19
Operating Expenses	$ 498,718.00	$ 513,679.54	$ 529,089.93	$ 544,962.63	$ 561,311.51	$ 578,150.86	$ 595,495.39
Replacement Reserves	$ 24,300.00	$ 25,029.00	$ 25,779.87	$ 26,553.27	$ 27,349.87	$ 28,170.37	$ 29,015.48

Use of Cash Flow

This table requires estimated spend down by year to account for the total Deferred Developer Fee and any other use of Cash Flow.

Use of Cash Flow Table:

The Deferred Developer Fee will automatically be calculated in the chart.

You can add other Use of Cash Flow row and data by selecting the + Add Other Use of Cash Flow button.

Distributable Cash Flow is calculated in the bottom yellow row.

+ Add Other Use of Cash Flow

Use of Cash Flow	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Deferred Developer Fee	$	$	$	$	$	$	$	$
✕ Other Use	$	$	$	$	$	$	$	$
Distributable Cash Flow	$ -152,942.38	$ -149,080.05	$ -145,297.39	$ -141,600.69	$ -137,996.51	$ -134,491.71	$ -131,093.40	$ -127,809.00

Total Deferred Developer Fee: This is a calculated field.

Amount Allocated from Cash Flow: This is a calculated field of values entered in the Use of Cash Flow table by year 1-15.

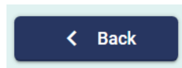
Remaining Amount to Allocate: This is a calculated field that displays how much still needs to be accounted for in year 1-15.

Note: Remaining Amount to Allocate must equal $0 in order to submit your application.

Data for this page is currently used in the FIN-100 and/or in the FIN-125 Documents	
FIN-100 Tabs	**FIN-125 Documents**
▪ Pro Forma	▪ N/A

Click **Save** Progress before proceeding.

To continue on to the next section or return to the previous section click the **Back** or **Next** button.



Please Note: A confirmation screen will display as a reminder to save any unsaved changes.

SUBMISSION

Submission Process
1. Once all required fields are completed and all the page names in the **Step Progress** are Green with a green checkmark, you are ready to submit. If any pages remain yellow or gray, then those pages are missing required fields 2. Click the blue **Submit** button in the top right corner. Please note: only Entity Gate Keepers are able to submit the application. For role permissions, see page 8 (MAAP Quick Start Guide). *3.* When you click **Submit**, a confirmation box will populate stating *"The undersigned applicant(s) hereby each certify that, to the best of my/our knowledge, all of the information in this application and all supporting documentation is correct, complete and accurate. I/We further recognize and accept the obligation to notify MHDC immediately if I/we become aware of any subsequent events or information which would change any statements or representations previously submitted to MHDC."* a. Click **Submit** to agree and submit application b. Click **Cancel** if you need to return to the application and make any changes. 4. Once submitted, you will receive a confirmation with the assigned development number. Note this number for your records. 5. Click the **Confirm** button and you will be redirected back to the Home screen. 6. Click on the **ACTION/MANAGE** button and **Download PDF** is now an option. Click to generate a PDF of your application for your records.