



**ADDENDUM
V**

APPLICATION EXHIBIT CHECKLIST

FOR

**MULTI-FAMILY HOUSING -
HOUSING TRUST FUND FINANCING PROGRAM**

Rev. November 19, 2018

APPLICATION SUBMISSION

For Proposals being Submitted under MSHDA's Housing Trust Fund (HTF) Financing Program NOFA: Unless otherwise agreed to by MSHDA, the following exhibits **MUST** be submitted, if applicable, by the Application due date, for Loan processing. An Application Fee of \$2,000 is required with the Application package. To indicate each exhibit submitted, place a check mark in the box provided and return a copy of this checklist. Each submitted exhibit must be tabbed with the appropriate corresponding number from the checklist. **Two copies of all exhibits are required unless otherwise specified.**

| √ | # | Application Submission Documents |
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| | 1 | LIHTC Program Application – Electronic copy available at the following link: http://www.michigan.gov/mshda/0,4641,7-141-5587-60010--,00.html |
| | 2 | Project Narrative - A project narrative including a description of the eligible activities to be conducted with the HTF funds and how the proposed development meets any of the applicable HTF selection criteria. |
| | 3 | Executive Summary – A narrative description of the project which includes the type of project; type of financing; tenants served; bedroom mix; local, federal or state subsidies; contact information, including email addresses, for all members of the development team; and other relevant information. (For rehabilitation projects, include a listing of the planned scope of work and proposed improvements). |
| | 4 | Site Information – Proposal address and preliminary site plan. |
| | 5 | Development Team Information – Please provide copies of the following: <ol style="list-style-type: none"> 1. Architects and Builders Licenses. Provide copies of the professional license for the architect and a current Michigan Residential Builders License for the contractor. 2. Resumes for all members of the development team without previous MSHDA experience. |
| | 6 | Development Financial Statements (for non-MSHDA acquisition and preservation proposals only) – Provide three years' worth of audited financial statements that clearly set out the recent operating history of the development. Provide copies of all current subsidy contracts; and the currently approved rental structure and tenant-paid utility allowances. |
| | 7 | Proforma – To be submitted in MSHDA format. (Tab DD) |
| | 8 | Market Study - A market study is required. Please see MSHDA's Guidelines for Market Studies under Tab C. (Tab C) |

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| 9 | <p>Land Control - Documentation signed by all applicable parties in the form of warranty deed, exclusive option to purchase, land contract, etc., which evidences ability to maintain site control for 120 days from the date of application submission, with additional extensions available.</p> |
| 10 | <p>Environmental Assessment - A Phase I Environmental Site Assessment done to current ASTM 1527 standards and MSHDA Environmental Review Requirements (Tab D). In addition, for transactions with federal funding (i.e., HOME or PBV assistance planned), a NEPA review will need to be completed, after the initial application but prior to board approval. The Phase I ESA must be dated within 6 months of application submission. Please see MSHDA's Environmental Review Requirements under Tab D.</p> <p>(Tab D)</p> |
| 11 | <p>Trade Payment Breakdown – Submit four original copies using MSHDA's Trade-Payment-Breakdown form.</p> <p>(Tab AA)</p> |
| 12 | <p>Title Insurance - The commitment must be current and in the estimated amount of the mortgage loan and must include the pending disbursement language of the title company. <u>Any liens, easements, encumbrances, or other exceptions noted in the title insurance commitment must be researched, and readable copies of the recorded documents must be provided.</u></p> |
| 13 | <p>Surveyor's Certificate of Facts and the ALTA Survey - Refer to MSHDA's Legal Forms 025 and 026 for Surveyors Certificate and survey standards to be submitted. Ensure that any encumbrances of records are included.</p> <p>(Tab EE and Tab U)</p> |
| 14 | <p>Zoning Documents – Please provide copies of the following:</p> <ol style="list-style-type: none"> 1. Documentation from the appropriate local official on official letterhead (dated within 60 days of application submission) identifying the address of the project, the property's current zoning designation and an explanation of whether or not the project is permitted under the zoning ordinance. If the project is not currently properly zoned, what, if any, steps are in process to obtain proper zoning for the proposed development. The documentation must include a timetable for rezoning. For Rehabilitation Projects, the letter must state that the zoning is compatible with the proposed use of the buildings. 2. Zoning Map. 3. A certified copy of the current Community Zoning Ordinance – Required for all new construction proposals, and for rehabilitation proposals where rezoning is necessary. 4. Renaissance Zone (if applicable) – Letter on official letterhead and signed by an official of the local municipality which verifies that the property is in a designated Renaissance Zone. |
| 15 | <p>Site Utility Availability (Electricity, Fuel, Water, Sanitary Sewer, and Storm Sewer) - Documentation from the municipality and/or local utility companies on their letterhead regarding utility availability and adequacy to serve the site, including whether such is currently available or will be available.</p> |
| 16 | <p>Marketing/Construction Transition Plan – Four copies (for occupied acquisition and preservation proposals only) Provide a Marketing/Construction Transition Plan detailing efforts the management agent will use to identify a process between the owner and contractor that will be followed in an occupied building during the physical rehabilitation of the building, and the specific efforts and processes to be used by the management agent for retaining existing residents, marketing and leasing of vacant units. Please see MSHDA's Marketing Transition Plan guidelines under Tab MM.</p> <p>(Tab MM)</p> |

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| 17 | <p>Resident Information (for occupied acquisition and preservation proposals only) – For an existing MSHDA-financed development, please provide a copy of the development’s current rent roll and information on the current residents, including lease terms, family size, gross incomes, and unit size, as well as occupancy and turnover data for the previous three years. For non-MSHDA developments please submit the same, if available.</p> |
| 18 | <p>Operating Budget Documents – Please provide copies of the following:</p> <ol style="list-style-type: none"> 1. A proposed development-operating budget with notes. 2. A Marketing and Equipment/Furnishings Budget. 3. A Budget Comparable Table. <p>(Tab II)</p> |
| 19 | <p>Financial Statements – Please provide copies of the following:</p> <ol style="list-style-type: none"> 1. Financial statements for the sponsor(s)/guarantor(s). Individual sponsors/guarantors must submit the form Individual Financial Statement, which is available from MSHDA upon request. 2. Financial statements for the builder. <p><u>Financial statements must be current</u>, which is defined as being not more than six months earlier than the date the proposal was submitted. MSHDA may request updated financial statements throughout the development and construction process.</p> <p>(Tab LL)</p> |
| 20 | <p>Confirmation of Additional Financing – Please provide documentation of the following, if applicable:</p> <ol style="list-style-type: none"> 1. Secondary Financing - Proposals which rely on some form of secondary financing to achieve feasibility must be accompanied by a detailed explanation and a confirmation from the source of that financing that the additional funds have been applied for and are (or are expected to be) available. 2. Federal, State or Local Government Financing - Letter from local municipality stating that application has been submitted and amount of request. 3. Grants/Other Subsidies - Letter from proposed grantor stating that application has been submitted and amount of request. 4. Letter of Intent and/or Syndication Partnership Agreement – A copy of the letter of intent and/or the syndication partnership agreement (to include pay-in schedule) from the equity provider. |
| 21 | <p>Tax Documents – Please provide copies of the following:</p> <ol style="list-style-type: none"> 1. Tax Abatement - Proof of tax abatement or a letter of tax abatement support from local taxing jurisdiction, if applicable. For Tax Credit submissions – See Addendum I, page I-19 for specific filing requirements. 2. Proof of Local Taxation Rate (if no tax abatement) - For acquisition/ rehabilitation a tax bill will meet requirement, otherwise a letter from local assessor estimating tax bill will be necessary. |
| 22 | <p>Certified Copy of City or Township Charter.</p> |
| 23 | <p>Preliminary Equal Employment Opportunity Plan</p> <p>(Tab F)</p> |
| 24 | <p>Contractor's Qualification Statement (AIA Document A305) - available from MSHDA upon request.</p> |
| 25 | <p>Soil Conditions – For new construction, proof of engineering report and soil boring test. (Will be required for the acquisition or preservation of an existing property if the footprint of the site plan is changing).</p> |

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| 26 | <p>Affirmative Fair Housing Marketing Plan - An Affirmative Fair Housing Marketing Plan is required for all new construction, and non-MSHDA acquisition and preservation proposals. (For rehabilitation/preservation proposals with current MSHDA financing, a new or updated plan is required).</p> <p>(Tab P)</p> |
| 27 | <p>Ownership Entity Formation – Copies of the certificate of limited partnership and any amendments on file with the Department of Labor & Economic Growth, Bureau of Commercial Services and a copy of the limited partnership agreement with all amendments.</p> |
| 28 | <p>Site Plan Approval – Please provide the following documentation as appropriate:</p> <ol style="list-style-type: none"> 1. New construction: A letter signed by the appropriate official of the municipality on its letterhead which identifies the project’s name and address and states that final site plan approval has been granted, or, if site plan approval has been granted with contingencies, a statement in the letter verifying that the contingencies do not have to be approved by the planning board but may be approved at a staff level. <p style="text-align: center;">- Or –</p> <ol style="list-style-type: none"> 2. Acquisition or preservation: a letter from the relevant board or commission of the municipality stating that it has reviewed the proposal, including the level of rehabilitation work to be completed at the site, and that no further plan approvals are necessary. |
| 29 | <p>Nonprofit Documentation (if applicable) - If the General Partner in the LDHA is a non-profit, the following items must be submitted:</p> <ol style="list-style-type: none"> 1. A certified copy of the Articles of Incorporation dated within 30 days of application submission. 2. Copy of by-laws. 3. An executed agreement between the sponsor and the non-profit if the project is a joint venture. |
| 30 | <p>Final HUD Section 3 Utilization Plans – For all federally funded proposals, final Section 3 utilization plans are required.</p> |
| 31 | <p>PBV Award Letter – For transactions seeking PBV assistance. (Only permanent supportive housing units are eligible for PBV assistance from MSHDA) Documentation showing at least 5 units or 15% of the units, whichever is greater, receiving the subsidy for at minimum 15 years will be considered for scoring purposes.</p> |
| 32 | <p>Site Amenities/Central Cities/Employment Center Areas –</p> <ol style="list-style-type: none"> a. Print and include the project’s classic Walk Score (i.e. not the Street Smart Walk Score), which can be determined by going to www.walkscore.com (if applicable for funding consideration). The Walk Score print out should be dated within 30 days of the application due date. b. A letter from either the employer, a third-party employment agency, or local unit of government stating the number of full-time year-round employees that work at the location that is within a 0.5 mile (or one-mile, if applicable) radius of the project dated within 30 days of the application due date, along with a map showing the distance between the project and the employment center. |
| 33 | <p>Permanent Supportive Housing - If applying under the Permanent Supportive Housing Category, submit the Addendum III application package and its required thresholds and any applicable items for points, in addition to all other required exhibits contained within this exhibit checklist that are needed to meet minimum threshold requirements.</p> |

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| | 34 | <p>Visitable Units – If applicable, a certification signed by the applicant and the project architect confirming that the project will incorporate all of the following visitability design features into all units with first floor living space or access to units by elevator:</p> <ul style="list-style-type: none"> a. No step entry b. Barrier free parking - with ramps as needed c. Barrier free entry door d. Barrier free 1/2 bath on first floor e. Electrical switches at reachable heights f. Accessible route through the first floor living space |
| | 35 | <p>Green Policy - Evidence of the incorporation into the project of one of the four green standards set forth in the Green Policy. Completion of the certification is required to meet both the threshold requirement and to obtain points.</p> <p>(Tab M)</p> |

COMMITMENT PROCESSING PHASE

Unless otherwise agreed to by MSHDA, the following exhibits **MUST** be submitted, if applicable, during the Commitment processing phase. To indicate each exhibit submitted, place a check mark in the box provided and return a copy of this checklist with the exhibits. Each submitted exhibit must be tabbed with the appropriate corresponding number from the checklist. **Two copies of all exhibits are required unless otherwise specified.**

| √ | # | Commitment Processing Documents |
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| | C1 | <p>Capital Needs Assessment (CNA) and Updated Scope of Work (for rehabilitation and preservation proposals only) - A 20-year CNA with itemized cost breakdown is required. A third party contracted by the Authority will complete the CNA. The CNA fee must be submitted along with the proposed scope of work at least 45 days before the application due date to order the CNA. Please contact your assigned Housing Development Officer for more detail.</p> <p>(Tab OO)</p> |
| | C2 | <p>Architectural Plans – Plans and specs are required. Please visit MSHDA's web site at the following link for MSHDA's "Standards of Design": http://www.michigan.gov/mshda/0,4641,7-141-5587---,00.html</p> |
| | C3 | <p>Architects Errors and Omissions Professional Liability Insurance - Include both the current certificate of insurance and a copy of the policy.</p> <p>(Tab KK)</p> |
| | C4 | <p>Owner-Architect Agreement for Design and Administration Services – Submit fully executed Legal Form 023.</p> <p>(Tab BB)</p> |
| | C5 | <p>Appraisal – A certified general appraisal to establish the "As is" value is required. For acquisition/rehabilitation projects, MSHDA limits the acquisition price to the lesser of the actual purchase price or the "as is" appraised value of the property prior to rehabilitation. For new construction projects, the value of the land included in project cost shall not exceed the lesser of its appraised value or the purchase price. Please see MSHDA's Real Estate Appraisal Requirements under Tab W.</p> <p>(Tab W)</p> |
| | C6 | <p>Trade Payment Breakdown – Submit four original copies using MSHDA's Trade-Payment-Breakdown form.</p> <p>(Tab AA)</p> |

PRE-CLOSING PROCESSING PHASE

Unless otherwise agreed to by MSHDA, the following exhibits **MUST** be submitted, if applicable, during the Pre-Closing processing phase. To indicate each exhibit submitted, place a check mark in the box provided and return a copy of this checklist with the exhibits. Each submitted exhibit must be tabbed with the appropriate corresponding number from the checklist. **Two copies of all exhibits are required unless otherwise specified.**

| √ | # | Pre-Closing Processing Documents |
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| | PC1 | <p>Operating Agreements – The following documents are required:</p> <ul style="list-style-type: none"> • Management Agreement – Three original copies. • Marketing Addendum (New Construction or rehab of completely vacant development) – Three original copies. • Tenant Selection Plan – One copy • Pet Policy (If applicable) – One copy • Identity of Interest Disclosure forms (if applicable) – One original copy. <p>Contact MSHDA's Office of Asset Management for formatted documents.</p> |
| | PC2 | <p>Final Documents of Additional Financing – To the extent applicable, submit final documents relating to:</p> <ol style="list-style-type: none"> 1. Secondary Financing – Final loan documents relating to all secondary financing. 2. Federal, State or Local Government Financing – Final loan and/or grant documents relating to all non-MSHDA, Federal, State or Local government financing. 3. Grants/Other Subsidies – Final documents relating to all grants and other subsidies. 4. Letter of Intent and/or Syndication Partnership Agreement – Final syndication partnership agreement (including pay-in schedule) from the equity provider. |
| | PC3 | <p>LIHTC Program Application (Updated) and Addendum I Scoring Summary – Submit a fully executed tax credit application, and Addendum I Scoring Summary. Electronic copy available at the following link: http://www.michigan.gov/mshda/0,4641,7-141-5587-60010--,00.html</p> <p>Note: LIHTC Reservation required for closing.</p> |
| | PC4 | <p>Uniform Relocation Act (URA) (For occupied rehabilitation and preservation proposals only where federal funds and/or PBV assistance is planned) – Send proof that URA requirements have been met, by submitting copies of all required notices to existing and new residents.</p> |
| | PC5 | <p>Application for Disbursement – An “Application for Disbursement” request with supporting documentation. (Tab JJ)</p> |
| | PC6 | <p>Draw Schedule – Submit a proposed Draw Schedule</p> |
| | PC7 | <p>Acquisition Documents - As applicable, provide copies of the deed/assignment of leases/bill of sale/etc.</p> |

ADDENDUM V

Application for Tax-Exempt, Taxable Bond and MSHDA's Housing Trust Fund Program

APPLICATION FILING REQUIREMENTS

- An application fee must accompany the application. Please check the program statement for the amount of the application fee.
- **Two copies** of the LIHTC Program Application and the required exhibits must be submitted unless otherwise specified.
- This is not an application for Housing Tax Credits. A separate application will be required for Housing Tax Credits of Direct Lending transactions. For Tax-Exempt transactions, an updated LIHTC Program Application must be submitted as required during the Pre-Closing Phase of the loan process.
- The first page of the LIHTC Program Application should indicate if applying for the 4% Tax-Exempt Bond Program.

To assist in the filing of an application, please visit our web site for a description of the Direct Lending Parameters for the Tax-Exempt and Taxable Lending Programs.

In addition, please reference Tabs A – PP for related information and/or forms on our web site under MSHDA's Combined Application for Rental Housing Programs, specifically the following:

- MSHDA's Guidelines for Market Studies - **Tab "C"**
- MSHDA's Level I Environmental Review Requirements, and NEPA Review Checklist - **Tab "D"**
- Income Limits And Rent Restrictions - **Tab "E"**
- Section 8 Fair Market and HOME Program Rents - **Tab "Q"**
- Preliminary Equal Opportunity Plan Requirements - **Tab "F"**
- Sample MOU and Inclusion Plan for Permanent Supportive Housing - **Tab "G"**
- Affirmative Fair Housing Marketing Plan Requirements - **Tab "P"**
- Uniform Relocation Act General Information Guideform Notices - **Tab "R"**
- Survey Requirement Language - **Tab "U"**

- Utility Information by County and Region - **Tab “V”**
- LIHTC Policy Bulletins (#88 - Real Estate Appraisal Requirements) (#7 – Individual Financial Statement) - **Tab “W”**
- Trade Payment Breakdown - **Tab “AA”**
- Owner Architect Agreement - **Tab “BB”**
- Site Selection Criteria - **Tab “CC”**
- MSHDA Direct Lending Proforma Format - **Tab “DD”**
- Surveyor’s Certificate of Facts - **Tab “EE”**
- Budget Form Documents - (MSHDA Budget, Budget Comparable Table and Marketing and Equipment/Furnishings Budget) - **Tab “II”**
- Application for Disbursement - **Tab “JJ”**
- Requirements for Errors and Omissions Insurance for Architects and Engineers - **Tab “KK”**
- Individual Financial Statement - **Tab “LL”**
- Marketing Transition Plan - **Tab “MM”**
- Section 3 Handbook and Utilization Plan Templates - **Tab “NN”**
- Scope of Work Format for CNA’s within Direct Lending Transactions – **Tab “OO”**

The form for Individual Financial Statement and the Contractor’s Qualification Statement (AIA Form A305-1986) are available upon request, as are various policy and program statements.

For more information please contact Rental Development at (517) 373-6880 in Lansing.