



**2019-2020**

**LIHTC Application**

**Mailing Address:**

**Michigan State Housing Development Authority  
735 East Michigan Avenue  
PO Box 30044  
Lansing, MI 48909**



**Table of Contents**

**Location**

Application Instructions .....Page iii

Primary Application for Rental Housing Programs

Low Income Housing Tax Credit Program .....Addendum I

Using HOME Funds for Subsidy .....Addendum II

Supportive Housing Set-Aside .....Addendum III

Multi-Family Housing Direct Lending..... Addendum IV

Model Tax Abatement Ordinances..... Tab A

Qualified Allocation Plan ..... Tab B

MSHDA Guidelines for Market Studies ..... Tab C

Level I Environmental Review Requirements ..... Tab D

Income Limits & Rent Restrictions ..... Tab E

Preliminary Equal Opportunity Plan ..... Tab F

Sample Memorandum of Understanding (MOU) for Permanent Supportive Housing ..... Tab G

Eligible Distressed Areas ..... Tab H

Affordable Assisted Living Developments..... Tab I

Qualified Census Tracts and Difficult Development Areas..... Tab J

Requirements & Procedures for Compliance Monitoring ..... Tab K

General Partner/Member Experience Form..... Tab L

Green Policy ..... Tab M

Neighborhood Investment Activity Areas Form..... Tab N

Underwriting Standards ..... Tab O

Affirmative Fair Housing Marketing Plan..... Tab P

Section 8 Fair Market/HOME Program Rents ..... Tab Q

Uniform Relocation Act General Information Notices ..... Tab R

**Table of Contents** (continued)..... **Location**

Sample Request Letter for Project Based Voucher (PBV) Assistance..... Tab S

Federal Funded Programs Environmental Checklists ..... Tab T

Survey Requirement Language..... Tab U

Utility Information by County & Region..... Tab V

LIHTC Policy Bulletins ..... Tab W

Technical Assistance Memorandums (TAMS)..... Tab X

*TAB Y IS CURRENTLY BLANK*..... Tab Y

Capital Needs Assessment ..... Tab Z

Trade Payment Breakdown Form ..... Tab AA

Owner-Architect Agreement for Design and Administration Services ..... Tab BB

Site Selection Criteria..... Tab CC

Direct Lending Proforma Format..... Tab DD

Surveyor’s Certificate of Facts ..... Tab EE

*TAB FF IS CURRENTLY BLANK*..... Tab FF

Rural and Small Communities List..... Tab GG

*TAB HH IS CURRENTLY BLANK*..... Tab HH

HOME Team Advantage Targeting Criteria..... Tab II

Application for Disbursement ..... Tab JJ

Requirements for Errors & Omissions Insurance for Architects & Engineers ..... Tab KK

Individual Financial Statement ..... Tab LL

Marketing Transition Plan..... Tab MM

Section 3 Plan ..... Tab NN

Direct Lending Scope Of Work Format For CNA..... Tab OO

Zoning Letter Format ..... Tab PP

Appraisal Guidelines ..... Tab QQ

## APPLICATION FILING INSTRUCTIONS

All applications must include one copy of the primary application AND all applicable addenda, exhibits, and documentation. For the Direct Lending Program **only**, two copies of the application are required. All applications, information and documents submitted by an applicant for review by MSHDA becomes the sole property of MSHDA and may be made public.

Competitive Housing Tax Credit applications must be received in the Lansing or Detroit MSHDA office no later than 5 p.m. on the due date of the appropriate funding round. Applications may be sent via delivery service (e.g., post, overnight, and courier) or personal hand-delivered service. Applications received after the due date and time will not be processed. No waiver of the delivery time will be granted.

Projects competing in the Permanent Supportive Housing Set-aside will be submitted in accordance with the requirements of Addendum III.

Projects that will be financed with the proceeds of tax-exempt bonds must follow the requirements of Addendum IV and may be submitted at any time.

### **Mailed applications for the Low Income Housing Tax Credit Program should be submitted to:**

Michigan State Housing Development Authority  
LIHTC – 2<sup>nd</sup> Floor  
735 East Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909 \*

\*If submitting via overnight mail, the zip code for MSHDA's street address is 48912.

### **Hand-delivered LIHTC applications for funding rounds should be submitted to:**

#### MSHDA's Lansing Office:

MSHDA  
LIHTC Program, 2<sup>nd</sup> Floor  
735 East Michigan Avenue  
Lansing, MI 48912

OR

#### MSHDA's Detroit Office:

MSHDA  
3028 W. Grand Boulevard, Suite 4-600  
Detroit, MI 48202

### **Applications for the Short Term Bond Pass-Through Program may be submitted at any time to:**

Michigan State Housing Development Authority  
LIHTC Program, 2<sup>nd</sup> Floor  
735 East Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909 \*

**Applications for all other programs, including direct loan financing (either taxable or tax-exempt bond programs) and HOME financing for multi-family rental proposals, may be submitted at any time. Applications should be submitted to:**

Michigan State Housing Development Authority  
Rental Development - 2<sup>nd</sup> Floor  
735 East Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909 \*

### **Program Contacts:**

Low Income Housing Tax Credit	Andrew Martin	517/241-0599	<a href="mailto:martina4@michigan.gov">martina4@michigan.gov</a>
Special Needs Rental	Kelly Rose	517/373-9344	<a href="mailto:rosek2@michigan.gov">rosek2@michigan.gov</a>
Direct Lending	Andrew Martin	517/241-0599	<a href="mailto:martina4@michigan.gov">martina4@michigan.gov</a>
Short Term Bond Pass Through Program	Andrew Martin	517/241-0599	<a href="mailto:martina4@michigan.gov">martina4@michigan.gov</a>