



STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GRETCHEN WHITMER
GOVERNOR

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

MEMORANDUM

DATE: APRIL 29, 2020
TO: INTERESTED PARTIES
FROM: CHAD BENSON, LIHTC ALLOCATIONS MANAGER
SUBJECT: JUNE LIHTC FUNDING ROUND APPLICATION SUBMISSION UPDATES

This memo is intended to provide potential applicants and stakeholders interested in Michigan's Low-Income Housing Tax Credit ("LIHTC") program with updates relating to application submission options in the June 1, 2020 funding round.

APPLICATION SUBMISSION

As was previously mentioned in the April 16, 2020 memorandum, over the past few weeks, Michigan State Housing Development Authority ("MSHDA") staff have been working to develop an electronic submission alternative for applicants that are planning to submit an application in the June 1, 2020 LIHTC Funding Round. Through the use of an extranet platform, applicants can request to be given access to an electronic folder where they will be able to upload all application documents. Below are details regarding this new electronic submission alternative:

1. The extranet platform being used is a secure platform where applicants will be able to submit all project information including that which is of a sensitive nature.
2. Each applicant will only be able to see their project folder(s) and will not be able to view other projects being submitted.
3. A project folder will be created for each project that is being submitted. Applicants that are submitting multiple projects will have access to a project folder for each project.
4. For each project folder that is created, a maximum of three people (which will be designated by the applicant) will have access to the project folder.
5. Applicants will be able to upload as many files to the project folder as they choose and can upload into the folder multiple times. The maximum size to any one upload is limited to 10 Gigabytes, but applicants will be able to do multiple uploads. It is recommended that applicants utilize the project folder as a final submission folder and do not upload working documents into the folder until they are ready to be submitted. However, if an applicant uploads a file and then needs to change it prior to the funding round deadline, they will be able to remove the file, change it, and then re-upload a new file in its place.
6. Each file uploaded to a project folder will have a time stamp attached to it. Any files that have a time stamp after 5:00pm on June 1, 2020 will not be accepted so applicants should make sure to provide enough time for all files to be uploaded by the deadline. Shortly after 5:00pm on June 1, 2020 the applicant's access to the project folder will be revoked, so applicants are

strongly encouraged to store their own electronic records of all final documents that are submitted.

7. Applicants are encouraged to submit items in a pdf format, if possible.
8. Applicants are also encouraged to submit the application, scoring, addendums, and all individual exhibits as separate individual files as opposed to submitting one large pdf document that contains the entire application. To that point, applicants should be sure to carefully name and label all files so that it is clear which exhibit of the application the file pertains to. For example, if an applicant is uploading a Purchase Agreement, they should label the file "Project Name - Exhibit 2 – Site Control" so that MSHDA staff can properly classify the document into Exhibit 2. Applicants should be careful to ensure that multiple versions of the same file are not included in the project folder. If that is the case, MSHDA staff will default to the version with the most recent time stamp, unless otherwise instructed in the application.
9. At this point in time, for simplicity purposes and to avoid confusion, only applicants submitting a project in the June 1, 2020 Funding Round will be able to utilize this electronic submission alternative. MSHDA will evaluate the effectiveness of this submission option to determine whether to expand it to other applications (Carryover Applications, Placed in Service Applications, Pass-Through Applications, etc.) going forward.
10. Applicants desiring to utilize this electronic submission option should send the information below to Carol Thompson at thompsonC7@michigan.gov as soon as possible. Once receiving this information, MSHDA will create a project folder and provide access and instructions to the person(s) identified. Please note that if multiple requests are received at the same time, it may take staff a couple days to create the project file.
 - a. Project Name and City
 - b. Names of the person(s) submitting the project on behalf of the development (maximum of 3)
 - c. E-mail address for each person

The above electronic submission alternative is merely an option available for applicants that choose to utilize it. Any applicants that would prefer to still submit their application via mail will continue to be eligible to do so. **PLEASE NOTE:** The MSHDA offices in Lansing and Detroit are not accepting hand-delivered applications; however, applicants will still be able to submit hard-copy applications to MSHDA via UPS, FedEx or USPS to: MSHDA – LIHTC, 735 E. Michigan Avenue, Lansing, MI 48912 if they choose to do so. Applications sent via mail must be received by MSHDA by 5:00pm on June 1, 2020 in order to be eligible.

QUESTIONS

If you have any questions regarding any of the above items or general questions, please contact Chad Benson at bensonc@michigan.gov or (517) 582-2302.