



MEMORANDUM

TO: INTERESTED PARTIES
FROM: ELIZABETH RADEMACHER – LIHTC MANAGER
SUBJECT: LIHTC ALLOCATION ACTIVITY
DATE: SEPTEMBER 20, 2021

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 October 1, 2021 Funding Round.

Funding Round Submission

As per the 2022-2023 Qualified Action Plan, the MSHDA offices in Lansing and Detroit will not be accepting hand-delivered applications for the October 1, 2021 funding round. **Applicants must submit their application electronically no later than 5:00pm on October 1, 2021.** MSHDA has created an electronic portal for applicants to use to submit the LIHTC application and exhibits.

The October 2021 LIHTC Funding Round portal is now open and can be accessed here: https://www.michigan.gov/mshda/0,4641,7-141-5587_5601-568528--,00.html .

Additionally, the portal link is available on the Combined Application page of the MSHDA website: (https://www.michigan.gov/mshda/0,4641,7-141-5587_5601-60010--,00.html).

Applicants must complete a form with basic information about the project prior to receiving access to the portal. After completing the form, applicants will be sent an email with access to the SharePoint portal for the project – please make sure to check your various folders if you have not received that email after submitting the form. Please note that the form at this link must be completed separately for each project the applicant intends to submit in the funding round.

As a reminder, for organization and ease of locating information during review, the following naming convention is strongly suggested (please use 2 digits minimum for Exhibit number): Project Name – Exhibit Number – Exhibit description. Exhibit descriptions

may be shortened versions of the Exhibit title, as long as it is clear which exhibit it is. For example:

- MSHDA Apts – Ex 01 – Narrative
- MSHDA Apts – Ex 08B – Permanent Financing

Demographic Information Form

Also included in the 2022-2023 Qualified Allocation Plan is a commitment to data collection and analysis. This data will be used to further MSHDA's goals and will be included in an analysis of the QAP and program changes. One step in that data collection process is a new Development Team Demographic Information Form. This form can be found at Tab FF of the LIHTC Combined Application page (https://www.michigan.gov/mshda/0,4641,7-141-5587_5601-60010--,00.html) and asks for basic demographic information for each entity on the development team. The form should be submitted as an exhibit to the LIHTC application as **Tab F**. This information will not be reviewed as part of the application or funding round and will have no effect on the funding round results. Disclosure of the information is voluntary. Applicants who choose not to disclose this information will not be penalized.

If you have any questions regarding the submission process or any general LIHTC questions, please contact Elizabeth Rademacher at rademachere3@michigan.gov or (517) 290-6732.