



MSHDA[™]

MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY

Addendum I

Exhibit Checklist & Applicant Certifications 2026-2027

For Use With:

- The Low-Income Housing Tax Credit Program
- The MSHDA Pass-Through Bond Financing Program

Updated: August 2025

www.michigan.gov/mshda

LOW INCOME HOUSING TAX CREDIT PROGRAM EXHIBIT CHECKLIST

(TO ALSO BE USED WITH MSHDA PASS-THROUGH BOND FINANCING AS APPLICABLE)

ELECTRONIC SUBMISSIONS – NAMING CONVENTIONS

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 08.B – Permanent Financing

Upload documents, not folders, and keep file names descriptive but short. Long file names and/or folder paths create difficulty opening and viewing your submission.

ELECTRONIC SUBMISSION - ORGANIZATION

In an effort to organize items typically included at the front of a submission, the following order is strongly suggested.

TAB A – LIHTC PROGRAM APPLICATION

The printed and completed LIHTC Program Application.

TAB B – LIHTC SCORING CRITERIA

The printed and completed LIHTC Scoring Criteria. The project's self-score will be used to rank submitted projects.

TAB C – AUTHORIZATION FOR RELEASE OF INFORMATION FORMS

This form is found towards the end of this document (following the Technical Advice Memoranda Certification) and should be filled out for each state EXCEPT MICHIGAN in which any sponsor or management company of the project does business.

As noted on this form, please include property identification numbers used by other state agencies in your submission to allow our colleagues to readily find your projects.

TAB D – ADDENDUM I CERTIFICATIONS

The general Addendum I certifications (located at the end of this document) should be included here. These are the Certification to Application, Agency Policy on Civil Rights Compliance, Technical Advice Memoranda Certification, Sponsor Certification(s), Waiver of Right to Extended Use Period Termination, Certification to Include Section 8 Existing Rental Allowance Program Certificate & Voucher Holders, Development Team Information, Applicant Previous Experience Certification, and MSHDA Financing Signage Certification.

If a project has more than one sponsor entity, each entity should sign a copy of these forms, whether or not that entity is providing a financial guarantee to the project. NOTE: Please include Authorization for

Release of Information forms in Tab C, and General Partner/Member Experience Certification forms in Exhibit 12.

TAB E – ADDENDUM I CHECKLIST

This Addendum I checklist, as a table of contents for the remaining exhibits. Certifications are not required in this tab.

If applicable to the project and/or for points to be given to the project, the following items must be submitted along with the LIHTC Program Application. Each submitted exhibit file must be titled appropriately. Exhibits one through seventeen are considered threshold and must be submitted for every project applying for LIHTC credit.

Only projects applying for Pass-Through Bond financing and 4% Low-Income Housing Tax Credit (LIHTC) from MSHDA are required to submit applicable items in Exhibit 40 of the checklist below in addition to any other required exhibits in this checklist.

Applicants are encouraged to provide a narrative description preceding each exhibit explaining how the submitted document satisfies the requirements, particularly for those exhibits that involve unusual or complex elements. This narrative may be included as the first page of an exhibit's PDF and need not be a separate file.

EXHIBIT 1 – PROJECT NARRATIVE

A detailed and complete description of the project which includes:

- The type of project; location; prior LIHTC status, if any
- Type of financing; tenants served; bedroom mix; local, federal, state, or tribal subsidies, if any
- Map and site plan detailing the proposed project
- Tenant relocation strategy and budget, if applicable
- The number of jobs created, including an explanation/analysis for how this number was determined
- Description of how the development meets the community needs and falls in line with the [MSHDA Statewide Housing Plan](#) and the applicable Regional Housing Partnership plan.
- Any other relevant information.

Applicants are encouraged to provide as much detail and background information about the proposed project as possible; particularly for describing areas in the application involving unusual or complex elements.

See Threshold Requirement II in QAP Exhibit I

EXHIBIT 2 – SITE CONTROL

Documentation, signed by all applicable parties, in the form of a warranty deed, exclusive option to purchase, land contract, etc., which evidences ability to maintain site control for 120 days from the application due date, with extensions available. Submitted documentation must clearly identify the

physical location of the property (i.e. property address, full legal description or plat map identifying street names) and clearly identify the purchase price of each parcel to be used in the development.

See Threshold Requirement III in QAP Exhibit I

EXHIBIT 3 – ZONING

Original documentation, dated within one year of the application due date, from the appropriate local official on official letterhead, 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. For rehabilitation projects, a letter from the local unit of government stating that the zoning is compatible with the proposed use of the buildings is required. 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 re-zoning.

See Threshold Requirement IV in QAP Exhibit I

EXHIBIT 4 – UTILITIES

EXHIBIT 4A – SITE UTILITY AVAILABILITY

Original documentation, dated within one year of the application due date, from the local unit of government and/or local utility companies as well as Internet Service Providers on their letterhead regarding utility availability and adequacy to serve the site, including whether such is currently available or will be available.

In the event a project will be entirely electric and include no natural gas usage, this should be clearly stated in the submission.

In addition to the above, all New Construction, Adaptive Reuse and Substantial (Gut) rehab projects located in Urban areas will be required to incorporate the following requirements in order to accommodate future EV charging stations.

Please see the certifications at the end of Addendum I in reference to the Internet and EV charging requirements. These should be completed and added to this exhibit.

See Threshold Requirement V in QAP Exhibit I

EXHIBIT 4B – UTILITY ALLOWANCE DOCUMENTATION

To demonstrate the accuracy of the utility allowance figures shown in the application, the following information must be submitted for all projects:

- A definitive statement indicating the method that is being used for calculating the utility allowances shown in the application based on the specific project type being proposed.
- Documentation (RHS/HUD Utility Chart, PHA Rate Sheet, Utility Company Estimate, HUD Utility Model Calculation, or the agency approved Utility Allowances through the Actual Consumption Method for existing LIHTC properties already using this method) showing how the specific utility allowances for the units are being calculated. All rate sheets, charts, or models should be accompanied by an explanation and/or a separate calculation showing how the utility allowances in the application were derived based on the documentation that is submitted.

See LIHTC Allocation Policy #13 in Tab W

EXHIBIT 5 – MARKET DATA

A copy of the completed market study dated within 10 months of the application deadline.

See Threshold Requirement VI in QAP Exhibit I & Tab C of MSHDA’s Combined Application

EXHIBIT 6 – ENVIRONMENTAL ASSESSMENT

A Phase I Environmental Site Assessment done to current ASTM 1527 standards and MSHDA Environmental Review Requirements (Tab D) is required. The Phase I ESA must be dated within 6 months of application submission. Note that the Phase I ESA may be require updating or renewing later on, nearer the closing date, to meet federal and state liability requirements. To meet submission requirements, an unsecured PDF version of the Phase I ESA, and any other environmental reports being submitted for consideration, should be included as part of the LIHTC application, and uploaded directly to the MSHDA Environmental SharePoint by the project’s environmental consultant.

All projects requesting Federal funding (i.e., PBV, HOME, HOME-ARP, HTF, etc. from MSHDA) must complete a NEPA compliance report, which is not due at the time of application but later in the process. If federal funds are anticipated, a firm listed in the ‘Group B’ section of MSHDA’s pre-qualified consultant list will be needed to complete that work. Only a MSHDA “Group B” consultant from that list can perform the required NEPA reports for MSHDA projects. NEPA/HTF reports for federal funding are not required at the time of application but are required prior to board approval/initial closing. A full copy of the most recent MSHDA Environmental Review Requirements document can be found on the Environmental Review section of the MSHDA website. Applicants are to read and understand this document. A list of MSHDA pre-qualified consultants is also included on the Environmental Review section of the MSHDA website.

Additionally, if submitting a 4/9 twin or split development, the Phase I ESA must be submitted for each phase at the date of the 9% funding round deadline.

It is preferred to submit the Phase I documentation directly to MSHDA Environmental. Please speak to your Environmental Consultant, as they should have a link to the Environmental-specific SharePoint site.

See Threshold Requirement VII in QAP Exhibit I & Tab D of MSHDA’s Combined Application

EXHIBIT 7 – TITLE INSURANCE COMMITMENT

All projects are required, at the time of application, to submit a title insurance commitment dated within six months of the application due date, which sets forth all encumbrances on the property, together with copies of such encumbrances. Additionally, projects must also submit the Property Identification form found within the LIHTC Program Application to accompany the title insurance documentation.

For projects located on federally recognized American Indian Reservation, an attorney's opinion letter regarding the chain of title and land control may be accepted in lieu of the title insurance commitment.

Applicants must assure that the owner of record and the party to be insured along with the legal description(s) of the property identified in the commitment properly match up with the site control documents submitted in Exhibit 2 and that the title insurance agent signs the commitment.

See Threshold Requirement VIII in QAP Exhibit I

EXHIBIT 8 – FINANCING

All projects will be required to leverage a reasonable amount of financing sources, in addition to the LIHTC being requested, based on what each project can support. Applicants should not plan on using solely LIHTC equity financing.

For Exhibits 8A through 8E, duplication of information is not necessary. If the same document is to be used for Exhibit 8A and 8B, for example, it is only necessary to submit it once. All sources of funding that will be used in the project must be included in the LIHTC Program Application. All sources of financing demonstrated in exhibits 8A through 8E must be in the form of a firm commitment dated within six months of the application due date.

If a project is proposing to utilize the average income minimum set-aside election, all lenders should submit acknowledgement and approval of that election.

NOTE: For LIHTC applications that are proposing to apply for other funding sources that are only available as part of a funding round held by another entity, Applicants should refer to Section IX in QAP Exhibit I for submission requirements both at the time of application and prior to receipt of an award of LIHTC.

See Threshold Requirement IX in QAP Exhibit I

EXHIBIT 8A – CONSTRUCTION FINANCING

Letter from the construction lender on letterhead evidencing that an application for financing has been submitted and showing that the application is under serious consideration.

All documentation must include mortgage amount, interest rate, term of loan, guarantors, and the terms of any loan guarantee (if applicable).

EXHIBIT 8B – PERMANENT FINANCING

Evidence of submission of application to mortgage lender:

- RHS project - An original letter signed by an official of RHS confirming that the financing application has been submitted.

- Conventional financing - documentation from the lender(s) stating that a formal application for permanent financing has been submitted and is under serious consideration.
- MSHDA financed project - evidence that the project has passed initial determination.

All documentation must include mortgage amount, interest rate, term of loan, guarantors, and the terms of any loan guarantee (if applicable).

EXHIBIT 8C – CONFIRMATION OF SECONDARY FINANCING - IF APPLICABLE

Proposals which rely on some form of secondary financing to achieve feasibility must be accompanied by a detailed explanation and confirmation from the source of that secondary financing that the additional funds have been applied for and are (or are expected to be) available.

EXHIBIT 8D – FEDERAL, STATE OR LOCAL GOVERNMENT FINANCING

Original letter from local unit of government stating that application has been submitted and amount of request, terms, and interest rate.

If the proposed project is going to use Federal Historic Credit or MEDC Community Revitalization Program funding, documentation indicating that the appropriate entity (either SHPO or MEDC) has received either Part I of the required application for the proposed project (for Historic Credit) or that it has received a pre-application (for MEDC CRP funds) must be submitted.

EXHIBIT 8E – GRANTS/OTHER SUBSIDIES

Original letter from proposed grantor stating that application has been submitted and amount of request.

EXHIBIT 9 – EXISTING PROJECT FINANCING

- Copy of existing mortgage(s), if assumption, as well as a letter from the current lender acknowledging the ability for the proposed owner to assume the loan
- For acquisition/rehabilitation projects of existing low-income units financed by HUD, RHS, or MSHDA, a statement from the Applicant of the requirements for obtaining approval of the **transfer of physical assets** and how the Applicant intends to meet the requirements consistent with the LIHTC timetables must accompany the tax credit application.
- In the case of an existing loan exceeding the purchase price, documentation from the current lender allowing a lesser payment or an alternative repayment strategy will need to be provided.

See Threshold Requirement X in QAP Exhibit I

EXHIBIT 10 – EQUITY INVESTOR LETTER

At the time of application, all Applicants must submit an equity investor letter from the proposed syndicator or investor dated within one month of the funding round deadline. The letter must include the following:

- The amount, price, and terms of the investment;
- Where available, investment underwriting and financial forecast pages compiled by investor (sources and uses of funds, development budget, draw schedules, rental income and operating

expenses, cash flow analysis, lease-up schedule, tax credit analysis, capital account analysis, etc.) including approval of the minimum set-aside election and any underwriting assumptions that deviate from Tab O of MSHDA's Combined Application;

- Please note that any General Partner or Member being utilized for Experience Points in Exhibit 12(a) must be included as a guarantor of the equity transaction. This entity does not have to be the sole guarantor but must be listed.
- If the project has a joint venture agreement or partnership or is relying upon the equity provider review to demonstrate financial capacity as per LIHTC Policy Bulletin #7, the equity letter must also include certification that investor has conducted financial review of development team, including identification of which entities and/or individuals will be providing guarantees.

Projects that fail to include one or more of the above items may be determined ineligible for funding.

See Threshold Requirement XI in QAP Exhibit I.

EXHIBIT 11 – ENERGY EFFICIENT BUILDINGS POLICY

Evidence of the incorporation into the project of one of the green standards set forth in the Energy Efficient Buildings Policy. Completion of the certification is required to meet both the threshold requirement and to obtain any requested points.

See Tab M, Threshold Requirement XII in QAP Exhibit I, and Scoring Criteria – Section C, #7.

EXHIBIT 12 – DEVELOPMENT TEAM CAPACITY

EXHIBIT 12A – OWNER EXPERIENCE

MUST COMPLETE OWNER/GENERAL PARTNER EXPERIENCE FORM PROVIDED IN TAB L OF THE MSHDA COMBINED APPLICATION **AND CERTIFY** (USING THE ACCOMPANYING CERTIFICATION FOUND IN ADDENDUM I) that the projects for which it is requesting points have maintained a positive operating cash flow from typical residential income alone and have funded reserves in accordance with the partnership or operating agreement and any applicable loan documents for the year in which each development's last financial statement has been prepared. NOTE: The number of successful properties must be identified on the General Partner/Member Experience Certification to receive points. An authorized signer from the entity whose experience is being used for point purposes should sign this form.

An Applicant that has never completed a LIHTC development is also required to demonstrate that all other members of the development team (including the attorney, CPA, architect, LIHTC consultant, general contractor, management company, etc.) have successful prior experience working on LIHTC developments. Each member of the development team is required to provide an executed copy of the Development Team Information form.

See Threshold Requirement XIII in QAP Exhibit I & Scoring Criteria- Section D, #1

EXHIBIT 12B – JOINT VENTURE AGREEMENT (IF APPLICABLE)

In the case of projects where there will be multiple general partners or members as a part of the ownership structure, applicants **must** submit a joint venture (or similar) agreement. This must be a single, fully executed agreement between all parties, specifically calling out (at minimum) the roles and responsibilities of each partner/entity, the length of time each partner/entity will

remain a part of the ownership entity, as well as the amount of developer fee each will receive. Please do not submit multiple, separate agreements between only two parties at a time if there are more than two general partners or members in the ownership structure. Additionally, this agreement should include language that allows MSHDA the right to approve any changes to the ownership entity of the project.

See Scoring Criteria – Section D, #1 (Partnerships Between Owners)

EXHIBIT 12C – MANAGEMENT ENTITY EXPERIENCE

MUST COMPLETE MANAGEMENT EXPERIENCE FORM PROVIDED IN TAB L OF THE MSHDA COMBINED APPLICATION.

See Threshold Requirement XIII in QAP Exhibit I & Scoring Criteria- Section D, #2

EXHIBIT 12D – FINANCIAL CAPACITY AND CREDITWORTHINESS

Financial Statements of contractors and all members of an ownership entity providing guarantees to the project must be submitted for all projects. The Financial Statements will need to clearly identify the current assets and current liabilities of the entity or individual. If an applicant is unable to satisfy the financial requirements outlined in LIHTC Allocation Policy #7, a letter from the LIHTC equity provider confirming its acceptance of the applicant’s financial capacity may be submitted along with the submission of the required financial statements.

See LIHTC Allocation Policy #7 in Tab W & Threshold Requirement XIII in QAP Exhibit I

EXHIBIT 13 – AFFIRMATIVE FAIR HOUSING MARKETING PLAN

Submission of an Affirmative Fair Housing Marketing Plan consistent with MSHDA requirements.

See Tab P for AFHMP guidelines & Threshold Requirement XIV in QAP Exhibit I

EXHIBIT 14 – OWNERSHIP ENTITY FORMATION

Copy (dated within 30 days of application due date) of the certificate of Limited Dividend Housing Association or Limited Liability Company and any amendments on file with the LARA Corporations Division. Out-of-state entities must submit a copy of an endorsed application for certificate of authority to transact business or conduct affairs in Michigan, along with the supporting documentation submitted with the application. In addition, a certificate of good standing should be dated within six months should also be included.

See Threshold Requirement XV in QAP Exhibit I

EXHIBIT 15 – TRADE PAYMENT BREAKDOWN

A trade payment breakdown signed by the owner and contractor must be submitted for all projects. Cost figures shown on the Trade Payment Breakdown should match figures submitted in the LIHTC Program Application.

See Threshold Requirement XXI in QAP Exhibit I

EXHIBIT 16 – PHASED PROJECTS IN THE SAME BUILDING

Developments that are proposing multiple 9% LIHTC phases and/or a twinned 4% phase within the same building will be required to present a plan of financing in the event that only one of the phases is in a position to be funded in the 9% LIHTC funding round. Developments will be required to show a solid plan to avoid the situation where 9% credits are allocated to a phase of a building that cannot begin construction until other financing is secured, or a credit award can be obtained on the other phase(s) of the building. If the plan is dependent on all phases receiving LIHTC funding in the same funding round, then singular phases will only be eligible for 9% LIHTC if all phases are in a position to be funded in the funding round. The plan cannot be dependent on any phases receiving a 9% LIHTC award or 4% funds in future funding rounds. If, in MSHDA's sole discretion, a solid and realistic plan is not presented, the development will not be eligible for a 9% LIHTC award.

Please note that this section only pertains to phased projects that are located in the same building and does not pertain to phased developments that are spread out over a particular site.

See Threshold Requirement XXIII in QAP Exhibit I

EXHIBIT 17 – DESIGN & BUILDING REQUIREMENTS

EXHIBIT 17A – MICHIGAN PRODUCTS CERTIFICATION

All projects must demonstrate the use of products and goods that are manufactured in and by Michigan-based corporations and incorporate them into the proposed development. This inclusion of Michigan products should be substantial and meaningful to the development. Please submit the appropriate certification from the architect as a portion of this exhibit.

See Threshold Requirement XXII in QAP Exhibit I

EXHIBIT 17B – VISITABLE/FHA TYPE C UNITS

All projects must incorporate FHA Type C Design features into all units with first floor living space or access to units by elevator. Preservation projects that cannot incorporate these units should contact the LIHTC department to discuss the possibility of a waiver of this threshold. Please submit documentation regarding this item in this exhibit.

See Threshold Requirement XXIV in QAP Exhibit I

EXHIBIT 17C – TOTAL UNIT SQUARE FOOTAGE

A certification signed by the applicant and project architect confirming the total amount of square footage in the project, excluding commercial space that is not a part of the housing project application being proposed. This should clearly tie to the total square footage listed in the LIHTC Application.

EXHIBIT 17C – MINIMUM UNIT SIZE

Any new construction or adaptive reuse project that is creating units smaller than 500 square feet must provide a narrative that explains how the design, layout of the units, and amenities within the project will ensure that units are marketable and functional within the project's specific market.

See Threshold Requirement XXV in QAP Exhibit I.

EXHIBIT 18 – 4%/9% TWIN PROJECTS

If the project incorporates a 4%/9% ‘twin’ structure, please submit an up-to-date LIHTC proforma for the ‘twin’ project in this exhibit.

EXHIBIT 19 – PROXIMITY TO TRANSPORTATION

If applying for points in Section A.1 or B.1 of the Scoring Criteria, applicants must **demonstrate** with a letter from the public transportation provider or a clear indication of the location of the stop on the transit provider’s website, that the project is located within 1/4 of a mile from a public transportation stop (i.e. bus stop) in Urban areas or ½ of a mile in Rural areas, or they are creating a public transportation stop at the development. A map, including distances, should be provided clearly identifying the project and the location of the public transportation stop. A time schedule should also be provided showing the availability of the transportation source. Alternatively, a project could **demonstrate** that it will provide a form of transportation to the project that is comparable to or exceeding the service levels and scope of a typical fixed route public transportation system. A time schedule should be provided showing the availability of the transportation source.

For Native American Housing Projects, the existing tribal transportation services may be comparable to those services outlined above. These projects must provide a letter from the tribal chairperson or council outlining the tribal transportation systems available and how they will meet the needs of tenants similar to the outlined options.

Applicants may also **demonstrate** another form of transportation, which is not comparable to the service levels and scope of a typical fixed route public transportation system as noted above, for lesser points.

See Scoring Criteria- Section A or B, #1

EXHIBIT 20 – PROXIMITY TO AMENITIES

If applying for points in Section A.2 or B.2 of the Scoring Criteria, applicants must complete and submit tab FF of MSHDA’s Combined Application for Rental Housing. In addition, applicants must demonstrate that the project is within the required distance from each amenity through submission of aerial maps that clearly highlight the location of the amenity, the type of amenity, and the distance from the project. Applicants should also submit photographs of each amenity and any other supportive documentation in order to clearly demonstrate that the amenities meet the requirements outlined in the 2026-2027 QAP for which points are being claimed.

See Scoring Criteria- Section A or B, #2 and Tab FF of MSHDA’s Combined Application for Rental Housing.

EXHIBIT 21 – COMMUNITY REVITALIZATION PLAN AREA

If applying for points in Section A.3 or B.3 of the Scoring Criteria, the following must be submitted. **Please note** that the table included as Tab N of the MSHDA Combined Application is designed to assist applicants organize the investment data as detailed below.

A signed letter or resolution from the local government, dated within 60-days of the application due date that identifies, supports, and outlines the significance of the proposed project, and includes: Description of recent significant public and private investment in the area that has or is occurring proximate to the proposed project.

- i. If there is a Community Revitalization Plan for the area, the letter or Resolution must also (1) identify the Community Revitalization Plan for the area, (2) provide a link to the plan if not included in the application, (3) outline the goals of the plan, (4) define the specific boundaries of the target area, and (5) describe how the proposed project compliments the plan goals. For this purpose, a Community Revitalization Plan is defined as follows: A published document (approved and adopted by the local governing body by ordinance or resolution) that assesses the existing physical structures and infrastructure of the community and that targets specific geographic areas for residential developments. The plan should also contain detailed policy goals that include the redevelopment and production of affordable housing as well as the proposed timeline for achieving these goals. Additionally, the plan should explain municipal support to the particular area.

The letter from the local governmental body must clearly support the following:

- i. For projects located in a rural municipality with a population of less than or equal to 10,000 people, demonstration that there have been at least \$5 million in public and private investments within 2 miles of the project within the last 5 years as part of the plan to invest in the area. Further, projects must demonstrate that there is at least \$1 million of total investment located within 2 miles of the project that is planned for the future.
- ii. For projects located in a municipality with a population between 10,001 and 25,000 people, demonstration that there have been at least \$20 million of total investment located within 1 mile of a project Located in an urban area and 2 miles in a rural area within the last 5 years and that \$10 million of the total investment is private investment. Projects must also demonstrate that there is at least \$3 million of total investment located within the required distance of the project that is planned for the future.
- iii. For projects located in a municipality with a population between 25,001 and 50,000 people, demonstration that there have been at least \$40 million of total investment located within 1 mile of a project Located in an urban area and 2 miles in a rural area within the last 5 years and that \$20 million of the total investment is private investment. Projects must also demonstrate that there is at least \$6 million of total investment located within the required distance of the project that is planned for the future.
- iv. For projects located in an urban municipality with a population of over 50,000 people, demonstration that there have been at least \$50 million of total investment located within 1 mile of the project within the last 5 years and that \$25 million of the total investment is private investment. Projects must also demonstrate that there is at least \$10 million of total investment located within 1 mile of the project that is planned for the future.
- v. For purposes of this review, current investment means any investment that is under construction as of the date of the funding round deadline or which has been completed within five years of the funding round deadline. Future investment means any investment that is documented and planned to begin after the funding round deadline.

Projects do not need to provide additional documentation supporting the amount of investment at time of application; however, MSHDA reserves the right to verify the significant investment at time of award and may ask for supporting documentation at that time.

See Scoring Criteria- Section A or B, #3 for specific requirements.

EXHIBIT 22 – HOUSEHOLD OVERBURDENED AREA

If applying for points in Section A.4 or B.4 of the Scoring Criteria, submit a map clearly indicating the location of the development as well as the distance to an alternate census tract, if applicable. A list of Household Overburdened Census Tracts may be found in Tab HH of MSHDA’s Combined Application.

See Scoring Criteria- Section A or B, #4 for specific details.

EXHIBIT 23 – COMMUNITIES WITHOUT RECENT AWARDS

If applying for points in Section A.5 or B.5 of the Scoring Criteria, submit documentation that demonstrates the county, or community if a Tribal Housing project, the project is located in has not received a reservation of 9% credits in the last four funding rounds. Previous reservation lists can be found at Tab TT of the Combined Application page or in the reservations lists at <https://www.michigan.gov/mshda/developers/low-income-housing-tax-credits-lihtc>.

See Scoring Criteria- Section A or B, #5

EXHIBIT 24 – COMMUNITY SUPPORTED INITIATIVES

If applying for points in Section A.6 or B.6, submit:

- The request for proposal (“RFP”) or similar request as released by the local unit of government. This request must have been opened within the 24 months prior to the funding round date.
- A list of applicants to the RFP (or similar)
- The award to the development team for the above request.
- A letter from the local unit of government, dated within the last 6 months, documenting their support of the proposed project as a response to the RFP (or similar).
- The team must be able to document that the proposed project is on the site outlined in the RFP (or similar).

If applying for 5 points in this section, the project must have been awarded the RFP or similar and include a place-based developer with at least 25% ownership in the project. This submission should also include the entity formation documents of the place-based developer, which clearly state the developer entity’s headquarters and the geographic area in which the entity works. The narrative written by this entity should include a description of the work the entity has historically performed in the proposed project’s local unit of government, county, or economic region.

See Scoring Criteria A or B #6 and QAP Exhibit III

EXHIBIT 25 – JOB GROWTH OPPORTUNITIES

If applying for points in section A.7 or B.7, submit the name and address of the listed job growth development site, as well as a map clearly identifying the distance between the job growth development site and the project site.

Please refer to Tab Y of the Combined Application for Rental Housing for economic developments that qualify.

See Scoring Criteria A or B #7

EXHIBIT 26 – AFFORDABLE ASSISTED LIVING

If applying for points in Section C.1 of the Scoring Criteria, submit the approval letter from the Affordable Assisted Living steering committee.

See Scoring Criteria- Section C, #1 for specific requirements.

EXHIBIT 27 - HISTORIC REHABILITATION PROJECTS

If applying for points in Section C.3 of the Scoring Criteria, applicants must provide evidence that a Part I application has been submitted to the State Historic Preservation Office (SHPO) along with a confirmation letter from SHPO that the project is listed on the National or State Historic Register and is in the process of listing the property. The Applicant must also provide a certification that the rehabilitation will conform with the Secretary of Interior's Standards for Rehabilitation of a certified historic property.

Additionally, the project must include the Historic Tax Credit equity in its sources.

See Scoring Criteria- Section C, #3

EXHIBIT 28 – TENANT OWNERSHIP

If applying for points in Section C.5 of the Scoring Criteria, submission of a detailed tenant ownership plan that describes the terms of the right of first refusal, the determination of the sales price for each unit, and any continuing use or deed restrictions that will be imposed on the units by the seller following any transfer.

See LIHTC Policy Bulletin #5 in Tab W and Scoring Criteria – Section C, #5

EXHIBIT 29 – ON SITE TENANT SERVICES

If applying for points in Section C.6 of the Scoring Criteria, submit a narrative and Memorandum of Understanding or letter of intent from the service provider that describes the Tenant Services that are being provided to tenants. This documentation should demonstrate that these services are being provided as a result of the project being developed and are being provided on-site, the frequency of the services provided, and should include wording that speaks to the tenants having the choice to participate in any of the offered or available services and that non-participation cannot be a factor in their lease or rental history. See the Scoring Criteria for the services considered for points.

See Scoring Criteria, Section C, #6 for more information.

EXHIBIT 30 – SITE PLAN APPROVAL

If applying for points in Section C.9 of the Scoring Criteria, a letter signed by the appropriate official of the local unit of government on its letterhead, dated within one year of the application due date, 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 indicating that the contingencies do not have to be approved by the municipal planning body, but may be approved at a staff level. (For rehabilitation projects, a letter from the local unit of government indicating that the relevant board or commission of the local unit of government has reviewed the

proposal, including the level of rehabilitation work to be completed, the site, and that no further plan approvals are necessary.)

See Scoring Criteria – Section C, #9 for specific requirements

EXHIBIT 31 – ARCHITECT’S CERTIFICATIONS

EXHIBIT 31A – ACCESSIBLE UNITS

A certification signed by the applicant and the project architect confirming the number of units in the project that will be designed according to Accessible (Type A) dwelling unit requirements.

See Scoring Criteria – Section C, #10

EXHIBIT 31B – ACCESSIBLE COMMUNITY SPACE

A certification signed by the applicant, project architect and builder/general contractor confirming the amount of accessible community space planned for the project.

See Scoring Criteria – Section C, #11

EXHIBIT 32 – TAX ABATEMENT

Certified copy of project-specific tax abatement ordinance or an area-wide tax abatement ordinance with a qualifying resolution and municipal services agreement (if applicable). All ordinances and/or qualifying resolutions must substantially follow the form of MSHDA’s model tax abatement ordinance templates found [on MSHDA’s website](#) to be considered valid and eligible for points.

Additionally, MSHDA will consider awarding points for alternative tax incentive structures such as Tax Increment Financing (or other structures) that meet the intent of reducing the property tax burden and have a duration at least as long as is otherwise required under this section. Applicants with these alternative forms of tax incentives are encouraged to contact MSHDA staff prior to the funding round to determine whether the tax incentive structure will qualify for these points.

Projects located on Tribal trust land where a real estate tax exemption exists: Submission of the appropriate cooperation agreement that limits the property taxes charged.

Proof of Local Taxation Rate (if no tax abatement) - For acquisition/rehabilitation, including Preservation, the yearly summer and winter tax bills will meet this requirement.

See Tab A and Scoring Criteria - Section C, #12, for specific filing requirements.

EXHIBIT 33 – PUBLIC HOUSING CONVERSIONS

If applying for points under section C.13 of the Scoring Criteria, provide a narrative or documentation to explain the program being used to promote the conversion and preservation of public housing units. This documentation must demonstrate that the proposed development is on the site of the existing public housing, and/or that at least 20% of the units in the project being converted must be preserved as a part of the proposed project. Eligible programs include RAD conversions, Section 18, and others.

See Scoring Criteria – Sections C #13

EXHIBIT 34- PROJECT-BASED TENANT SUBSIDIES

Documentation demonstrating the preservation of existing project-based subsidies or obtaining a new project-based tenant subsidy contract (other than MSHDA PBV). This documentation should include, at a minimum, the length of time for which the subsidies will be in place, the number of units receiving project-based tenant subsidies, and submission of the project subsidy contract that is currently in place or a firm commitment from the contract administrator.

If a project is not preserving or obtaining a project-based tenant subsidy contract but is instead establishing a reserve to fund rental subsidies for tenants at the development, it must provide information about the proposed reserve, including how the reserve was calculated, the length of time for which the reserve will be in place, the number of units receiving assistance, the household income, payment standards, and the any other terms of the agreement. These will be reviewed by MSHDA on a case-by-case basis.

Documentation must demonstrate the subsidy remains in place for a minimum of 15 years and covers at least 5 units or 15% of the units, whichever is greater.

NOTE: Owner established sinking funds will not be eligible to count for points for this section.

See Scoring Criteria – Section C, #14

EXHIBIT 35 – 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, and complete Scoring Criteria – Section E.

See Addendum III & Scoring Criteria – Section E.

EXHIBIT 36 – STRATEGIC INVESTMENT CATEGORY

If applying for consideration under the Strategic Investment Category, the following items must be submitted in addition to any other applicable required exhibits contained in this exhibit checklist:

- A written narrative detailing, very specifically, the reasons why the project should be considered as part of the Strategic Investment Category. At a minimum, the narrative must include a discussion on the level of community impact (including economic and social impact), unique financing opportunities, job growth, coordination with other site amenities, coordination with an overall community revitalization effort, support of an emerging developer and any other relevant information.
- If applicable, evidence of a Neighborhood Plan adopted by the local unit of government that delineates target properties (new construction, rehabilitation, demolition, for example) and that explains how housing related amenities such as transportation and community services are or will be incorporated.
- If applicable, a narrative demonstrating that the project represents a new and strategic housing initiative that is not currently contemplated in the QAP. This should include background information on the new housing initiative, evidence of housing need for this particular initiative and should outline how this project addresses that need.
- For projects supporting an emerging developer a separate complete narrative highlighting why the proposal is the strongest example of how an experienced development team is partnering

with an emerging developer to create a strong mentorship and helping to introduce and support emerging development teams must also be included.

- Additionally, projects supporting an emerging developer will be required to submit documentation that demonstrates the following:
 - Confirmation that both GP/Members intend to remain a part of the ownership entity for the 15- year Compliance Period, at a minimum.
 - A fully executed agreement between each of the entities specifically calling out, at a minimum, the roles and responsibilities of each partner or entity during the development period as well as the operational period, the length of time each partner/member will remain a part of the ownership entity, the amount of developer fee each will receive, and which partners will be providing the guarantees for the equity investment and construction financing.
 - The emerging developer must hold at least 25% interest in the GP or Managing Member of the partnership and must earn a percentage of the paid and deferred developer fee at least equal to their percentage of the ownership.
 - Confirmation the experienced partner has previous experience developing LIHTC developments and receive the maximum points for Previous Experience of GP/Member.
 - The inexperienced partner must provide a narrative describing their history of working primarily in one localized market within Michigan and their continuing goals in the same market's housing field. This must include a description of past, current, and future goals as they relate specifically to affordable housing and community development and should explain how this entity fills a needed role in the community. This narrative should be written and signed by the inexperienced partner, not the experienced partner.
 - The inexperienced partner must provide a list of any LIHTC projects in any state, whether 4% or 9% credit, with which they are associated.
 - Additionally, the inexperienced partner must demonstrate that they are not connected to or a related entity to any development entity that would qualify for GP or management experience points; demonstrate they have limited experience and financial resources as per the 2026-2027 QAP guidelines.
- Evidence of significant tribal, local, municipal, state and/or federal funding commitment(s) - not including housing tax credits – and any other unique sources of financing.
- Evidence of substantial outside private investment, within the past two years and/or planned and committed in the following two years - not including investment in housing tax credits.
- Demonstration of proximity to job growth/new sources of employment

See Requirements in QAP Exhibit III

EXHIBIT 37 – NONPROFIT HOUSING SET-ASIDE

The following are ALL required if applying under the tax-credit nonprofit set-aside.

- a) Documentation of Federal 501(c)(3) or (4) status from the IRS
- b) A certified copy of the Articles of Incorporation dated within 30 days of application due date
- c) A copy of the nonprofit's by-laws documenting one of its exempt purposes is the fostering of low-income housing.
- d) An executed agreement between the sponsor and the non-profit if the project is a joint venture or co-ownership structure

- e) Current Certificate of Good Standing from LARA's Corporations Division dated within 30 days of application due date
- f) Proof of CHDO approval (if applicable)

NOTE: The nonprofit entity must be a managing member or general partner of the ownership entity and materially participate, as defined under federal law, in the acquisition, development, ownership, and ongoing operations of the property for the entire compliance period. Further, the nonprofit must not be affiliated with or controlled by any for-profit organization. (See IRC Section 42(h)(5)). No individuals or entities involved with or related to and potential for-profit participation in the development may be involved with or related to the creation or management of the nonprofit. MSHDA reserves the right to make a determination that the nonprofit owner is not affiliated with or controlled by a for-profit entity (other than a qualified corporation).

See QAP Section V.F for more information about the Tribal Housing set-aside.

EXHIBIT 38 - TRIBAL HOUSING SET-ASIDE

For projects applying as a part of the Tribal Housing set-aside, the following documentation is required:

- The proposed project is being developed by a federally recognized tribe, a tribally designated housing entity (TDHE), or other tribally owned entity. The Tribe or tribally owned entity must be a general partner or managing member of the LIHTC applicant/owner and must have at least a 75% ownership. This may be demonstrated with the ownership documentation in Exhibits 12 and/or 14.
- Tribal Funds are being leveraged within the proposed project to help finance the development costs and/or provide tenant subsidy. If this is not clear in the submitted application, the applicant should provide a brief narrative describing the use(s) of tribal funds.
- The development must be on lands held by the tribe, TDHE, or tribally owned entity. This information should be demonstrated clearly by Exhibits 2 and/or 7. If this is not clear in these exhibits, the applicant should provide a brief narrative demonstrating the ownership.
- Submission of the targeted marketing strategy for households with at least one tribal member or descendent. The submitted marketing strategy should include contact information for the TDHE or tribal entity responsible for making tenant referrals to the development, methods for marketing, the marketing budget, and sample brochures, flyers, mailers and other outreach activities.

See QAP Section V.F for more information about the Tribal Housing set-aside.

EXHIBIT 39 – PRESERVATION PROJECTS – AUDIT

Provide a copy of the project's latest financial audit (required).

See Preservation Category Threshold Requirements in QAP Exhibit II

EXHIBIT 40 – MSHDA PASS-THROUGH BOND FINANCING

In addition to the above exhibits, the following exhibits only need to be submitted if applying for Pass-Through Bond financing and 4% LIHTC from MSHDA:

EXHIBITS FOR INDUCEMENT AT MSHDA BOARD

Sponsors should review any memos provided from reviews such as Environmental, Office of Market Research, etc. Any items that are noted to be required before inducement should be resolved before a project may be added to the MSHDA board docket.

Exhibit 40A: Please complete the Pass-Through Developer Information Sheet from the Pass-Through Bond Program webpage.

This document includes information about the project, amount of bond loan requested, description of credit enhancement, and a brief description of any previous structures on the project site.

Exhibit 40B: Bond Costs and Professional Team Costs

A written agreement to pay all costs of issuing the bonds and to compensate the professional team for the bond issue, including the underwriter, trustee, and bond counsel at no cost to the Authority.

Exhibit 40C: For Acquisition/Rehabilitation Proposals

For proposals involving the acquisition and rehabilitation of existing property, substantiation that the rehabilitation expenditures will equal at least 15% of the bond proceeds used to acquire the building(s) and equipment.

Exhibit 40D: For Existing/Operating Properties

Provide a copy of the project's latest financial audit.

EXHIBITS FOR COMMITMENT AT MSHDA BOARD

Note that Sponsors are expected to provide the LIHTC team updates to the LIHTC application and applicable documentation in advance of Commitment at the MSHDA board. The deadline for submission will vary by MSHDA board meeting date.

Sponsors should again review any memos provided from reviews such as Environmental, Office of Market Research, etc. Any items that are required before inducement should be resolved before a project may be added to the MSHDA board docket.

Exhibit 40E: Please fully update the Pass-Through Developer Information Sheet from the Pass-Through Bond Program webpage.

Sponsors are expected to provide full and complete updates to the information in Tab ZZ. This must capture changes to credit enhancement, personnel involved, EINs received, etc. In addition, items marked "For Commitment Only" should be completed at this time.

Exhibit 40F: Firm Commitment

A signed firm commitment for credit enhancement must be provided to MSHDA legal in advance of the board meeting (please request specific due date from assigned MSHDA staff attorney). Projects that do not submit credit enhancement documentation that meets the requirements of MSHDA Legal Affairs, and the State of Michigan Attorney General's office will not be included in the MSHDA Board docket.

Exhibit 40G: Initial Limited Partnership Agreement (LPA)/Operating Agreement

The initial LPA or Operating Agreement must be provided in advance of the MSHDA board meeting. This documentation must include the required provisions from the MSHDA statute.

In addition, the required provisions from the MSHDA statute will be expected in the Certificate of Limited Partnership or Articles of Organization for entities in the ownership structure. If these were not already included prior to this time, they must be included before appearance at the MSHDA Board.

Please include in Tab D

**CERTIFICATION TO APPLICATION – MANDATORY
INITIAL APPLICATION**

The undersigned is responsible for ensuring that the project consists or will consist of a qualified low-income building or buildings as defined in Section 42 of the Internal Revenue Code of 1986, as amended, and will satisfy all applicable requirements of federal tax law in the acquisition, rehabilitation, or construction and operation of the project to receive the low-income housing tax credit.

The undersigned is responsible for the inclusion of green standards set forth in the Energy Efficient Buildings Policy for which points were awarded or which are required to meet threshold requirements. These features must be included in the architectural plans as well as in the final completed project.

The undersigned is responsible for all calculations and figures relating to the determination of the eligible basis and qualified basis for any building or buildings and understands and agrees that the amount of credit reserved or allocated hereunder has been calculated pursuant to the representations made herein, and further, that all representations contained herein, whether with respect to costs or any other item, are considered material to the application. Additionally, the undersigned understands that the material inaccuracy of any of the information presented in any part of the application or accompanying exhibits may be grounds for application disqualification, negative points, disqualification of future applications, or any combination of the three at the sole judgment and discretion of MSHDA. The undersigned understands that it is their responsibility to report to MSHDA any inaccuracies or inconsistencies in any of the documents included immediately upon discovery.

The undersigned, on behalf of the ownership entity that will be the owner of the project agrees that the Owner will sign IRS form 8821, Tax Information Authorization, authorizing the Internal Revenue Service to provide the Michigan State Housing Development Authority with information pertaining to this project, if MSHDA should request the form from the Owner at any time.

The undersigned agrees that the Michigan State Housing Development Authority will at all times be held harmless against any losses, costs, damages, expenses, or liabilities whatsoever, of any kind, including but not limited to attorney fees, litigation costs, amounts paid in settlement, or any loss of whatsoever nature directly or indirectly resulting from, arising out of, or related to consideration, approval, disapproval, or acceptance of this request for tax credit.

The undersigned agrees to work with the Michigan State Housing Development Authority and its partners in order to collect and provide reliable data which will be used to review, research, and update future policy and program documents. This includes, but is not limited to, data about the development, development team, potential and future tenants, and other information as deemed necessary.

The Michigan State Housing Development Authority offers no advice, opinion, or guarantees that the applicant or the proposed project will ultimately qualify for or receive low-income housing tax credit.

Any Reservation or Carryover received as a result of filing this application shall not bind the Michigan State Housing Development Authority to issue a low-income housing tax credit.

An application fee in the amount of \$____ is enclosed. This fee represents the sum of \$45 for each proposed low-income unit, with a maximum of \$2,500.

Dated: _____ Name of Project: _____

Owner: _____

By: _____

Its: _____

AGENCY POLICY ON CIVIL RIGHTS COMPLIANCE:

The undersigned and any of its employees, agents, or sub-contractors in doing business with the Michigan State Housing Development Authority (the "Authority") understands and agrees that it is the total responsibility of the owner/developer/borrower to adhere to and comply with all Federal Civil Rights legislation along with any required related codes and laws. Should the Authority not specify any specific requirements, such as design, it is none the less the owner's responsibility to be aware of and comply with all non-discrimination provisions relating to age, height, weight, marital status, race, color, religion, sex, handicap, familial status, national origin, and any other classes protected in the State of Michigan. This includes, but is not limited to, design requirements for construction or rehabilitation, Equal Opportunity in regard to marketing and tenant selection and reasonable accommodation and modification for those tenants covered under such laws.

Dated: _____

Name of Project: _____

Owner: _____

By: _____

Its: _____

Please include in Tab D
**INTERNAL REVENUE SERVICE
TECHNICAL ADVICE MEMORANDA
CERTIFICATION**

The undersigned acknowledges that it is familiar with the issuance of Private Letter Rulings by the Internal Revenue Service, and that it has discussed the substance of any rulings that may be applicable with its Certified Public Accountant and Attorney. It is further acknowledged that any applicable Private Letter Rulings may have an impact on the project's eligible basis, and the amount of credit that may be allocated to the project.

Dated: _____

Name of Project: _____

Owner: _____

By: _____

Its: _____

WAIVER OF RIGHT TO EXTENDED USE PERIOD TERMINATION – MANDATORY

In accordance with Michigan’s Qualified Allocation Plan, the Applicant hereby waives the right to termination of the extended use period provided by Section 42(h)(6)(E)(i)(II) of the Internal Revenue Code.

Section 42(h)(6) of the Internal Revenue Code provides:

(6) BUILDINGS ELIGIBLE FOR CREDIT ONLY IF MINIMUM LONG-TERM COMMITMENT TO LOW-INCOME HOUSING. ---

(A) IN GENERAL. ---No credit shall be allowed by reason of this section with respect to any building for the taxable year unless an extended low-income housing commitment is in effect as of the end of such taxable year.

(E) EXCEPTIONS IF FORECLOSURE OR IF NO BUYER WILLING TO MAINTAIN LOW-INCOME STATUS. ---

(i) IN GENERAL. ---The extended use period for any building shall terminate---

(I) on the date the building is acquired by foreclosure (or instrument in lieu of foreclosure) unless the Secretary determines that such acquisition is part of an arrangement with the taxpayer a purpose of which is to terminate such period, or

(II) on the last day of the period specified in subparagraph (I) if the housing credit agency is unable to present during such period a qualified contract for the acquisition of the low-income portion of the building by any person who will continue to operate such portion as a qualified low-income building. Subclause (II) shall not apply to the extent more stringent requirements are provided in the agreement or in State law.

Should a buyer be sought for a low-income housing development in the fourteenth year of the compliance period, the Applicant acknowledges that the Michigan State Housing Development Authority will not be obligated to find a buyer for the property. Furthermore, the extended use period will not terminate if a buyer cannot be found.

This waiver must be signed by the owner or an authorized agent thereof.

Signature

Printed Name

Title

Organization

Project Name

Date

**CERTIFICATION TO INCLUDE SECTION 8 EXISTING RENTAL
ALLOWANCE PROGRAM CERTIFICATE AND VOUCHER HOLDERS**

The undersigned agrees to include Section 8 Existing Rental Allowance Program certificate and voucher holders on the project's waiting list and to give them consideration.

The undersigned also agrees to give priority to persons whose names are on appropriate Public Housing or Housing Choice Voucher waiting lists maintained by a Public Housing Commission (PHC) or Public Housing Agency (PHA) in the area in which the project is located and further states it will make ongoing efforts to request that the PHC and/or PHA make referrals to the project, and place the relevant project information on any listing the PHC or PHA makes available to persons on their waiting lists. A copy of the written statement and documentation of ongoing efforts as evidenced by a referral agreement or other appropriate memorandum of commitment MUST be kept on file at the development's office and available for compliance inspection and review at all times.

If there is no PHA or PHC in the area in which the project is located, the undersigned will contact the Section 8 Existing Rental Allowance Program affiliated with the Michigan State Housing Development Authority (MSHDA). Contact will be made in writing on a yearly basis throughout the compliance period notifying the MSHDA representative in the county in which the project is located that consideration will be given to eligible Section 8 certificate or voucher holders.

Dated: _____

Name of Project: _____

Owner: _____

By: _____

Its: _____

Please include in Tab D

**MSHDA FINANCING SIGNAGE
CERTIFICATION**

The undersigned agrees that it shall post signage at the project construction site listing the Michigan State Housing Development Authority (MSHDA) as a financing source should the referenced project receive an award of Low-Income Housing Tax Credit (LIHTC).

Dated: _____

Name of Project: _____

Owner: _____

By: _____

Its: _____

Please include in Tab D
SPONSOR CERTIFICATION - MANDATORY

This certification must be signed by each sponsor of the project. If there is more than one sponsor, this page must be duplicated.

The undersigned hereby certifies that neither I, nor any company with whom I am affiliated, is currently banned or involved in litigation with any other state credit allocating agency as of this date.

Company: _____ By: _____
(Signature)

Date: _____ Name: _____
(Typed)

It's: _____
(Title)

A SPONSOR THAT IS BANNED FROM PARTICIPATION IN THE TAX CREDIT PROGRAM IN ANOTHER STATE WILL BE BANNED FROM SUBMITTING AN APPLICATION IN MICHIGAN FOR THE SAME PERIOD OF TIME. INVOLVEMENT IN LITIGATION WILL NOT AUTOMATICALLY RESULT IN A RETURNED APPLICATION, BUT THE AUTHORITY WILL REVIEW THE FACTS AND CIRCUMSTANCES SURROUNDING THE LITIGATION.

The undersigned hereby certifies that I, or a company with whom I am affiliated, is involved in litigation with another allocating agency at the time of submission of this application. The details of the litigation are outlined below.

Company: _____ By: _____
(Signature)

Date: _____ Name: _____
(Typed)

Its: _____
(Title)

DEVELOPMENT TEAM INFORMATION FORM

(This form must be completed for each entity of the Development Team listed in the LIHTC Application Section C)

According to Threshold Requirement XIII found in Exhibit I of the 2026-2027 Qualified Allocation Plan,

MSHDA will disqualify any member of the Development Team that has failed to pay any fee or expense due to MSHDA, been in default or in major non-compliance with LIHTC or any other MSHDA program, been debarred or suspended from any MSHDA, HUD, or Rural Housing programs, is in foreclosure or been foreclosed, or is under felony investigation, indicted, been convicted of, or pled guilty to a felony until the event or events Page 24 are corrected or resolved. MSHDA may contact other local, state, and/or federal housing agencies to solicit feedback related to a specific development team member.

All applicants shall submit the following information for each member of the "Development Team" for purposes of determining any areas of noncompliance or disqualification status.

NAME: _____

- CAPACITY:
- | | |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Applicant Entity | <input type="checkbox"/> Proposed Owner |
| <input type="checkbox"/> Principal of owner/Applicant | <input type="checkbox"/> Developer |
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Dev./Syndication Consultant |
| <input type="checkbox"/> Property Mgmt. Company | |
| <input type="checkbox"/> Related party(ies) or entities in the seller of any land or property | |
| <input type="checkbox"/> Other, Describe _____ | |

Please list all tax credit developments that the entity listed above has participated in during the three years preceding this application submission.

_____	_____
_____	_____
_____	_____
_____	_____

Has this entity been involved in any felony criminal convictions, indictments, or pending criminal investigations? Yes No

If yes, please provide the details of each circumstance, unless prohibited by court order, statute, or regulation.

PLEASE NOTE:

(If funded, upon MSHDA request, all "Development Team" members will be required to supply their Name, Address, S.S.N., and D.O.B. for purposes of completing background checks.)

Signature

Printed Name

APPLICANT PREVIOUS EXPERIENCE CERTIFICATION

As part of the Qualified Allocation Plan Scoring Criteria, poor previous participation on the part of the Applicant will be penalized in the form of negative points. In order to assist in the implementation of this process, the following questions must be answered and certified to their accuracy on behalf of all entities (including any affiliated entity or individual) that will have an ownership interest in the development (excluding syndicators, investor limited partners, or investor members). The Michigan State Housing Development Authority (“MSHDA”) retains the right to request further clarification or information based on the responses to questions below if it is determined necessary.

- 1. Has any entity (including any affiliated entity or individual) ever been removed from a Limited Partnership or Limited Liability Company that was in the business of owning and operating rental housing for any reason including but not limited to committing a default under the Partnership Agreement or Operating Agreement? If so, please explain.

Yes No

- 2. Does any entity (including any affiliated entity or individual) have any current outstanding HUD 2530 violations for any rental properties in which it currently retains ownership interest? If so, please explain.

Yes No

- 3. Does any entity (including any affiliated entity or individual) have any current outstanding program compliance violations for any Rural Housing Services (RHS) funded rental properties in which it retains an ownership interest? If so, please explain.

Yes No

- 4. Does any entity (including any affiliated entity or individual) have any current outstanding program compliance violations for any HOME funded rental properties in which it retains an ownership interest? If so, please explain.

Yes No

5. Has any entity (including any affiliated entity or individual) been involved with any other events of noncompliance with federal housing programs that has not been covered in the responses above? If so, please explain.

Yes No

6. Has any entity (including any affiliated entity or individual) been assessed a Regulatory or Mortgage default, or been subject to a foreclosure or a deed in lieu of foreclosure for any rental property in which it retained an ownership interest? If so, please explain.

Yes No

To the best of my knowledge and belief, I hereby certify that the above answers and information are true and correct for all entities (including any affiliated entity or individual) that will have an ownership interest in the development (excluding syndicators, investor limited partners, or investor members). I understand that the material inaccuracy of the information presented above may be grounds for application disqualification, negative points, disqualification of future applications, or any combination of the three at the sole judgment and discretion of MSHDA.

Printed Name, Position Title

Date

Signature

On behalf of:

Print Managing Member/General Partner Name

The Managing Member or General Partner of:

Print Owner (LDHA) Name

Please include in Tab C

Name of Project _____

Owner Management Company

*If the same entity is both owner and management of the same property, please check both boxes and submit **ONE** form.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LOW INCOME HOUSING TAX CREDIT PROGRAM
AUTHORIZATION FOR RELEASE OF INFORMATION**

Date: _____

Please duplicate this form and submit one for each state, EXCEPT MICHIGAN, in which any sponsor listed in this tax credit application has or did have an ownership interest in a tax credit assisted project, and one for the management company that is listed in this tax credit application that has management experience of a tax credit assisted development. Forms should also be filled out for project owners or management companies who have done business under a different name or names.

Low-Income Housing Tax Credit Administrator

_____ Housing Credit Agency

(State)

(Street Address)

(City, State, Zip)

We hereby request and authorize you to release to the Michigan State Housing Development Authority (MSHDA) any information that you have regarding _____
(Please check only one box. owner and/or management company) as it relates to project compliance, the curing of or failure to cure any project noncompliance, and any formal or informal action taken by your agency with respect to _____'s (owner and/or management company) participation in your Low-Income Housing Tax Credit Program. Other data that would be relevant to MSHDA in its assessment of their development experience and compliance record would be appreciated. If you have any questions, please contact Carol Thompson at (517) 335-7944. Thank you in advance for your cooperation.

Company: _____

By: _____
(Signature)

Name: _____
(Typed)

Its: _____
(Title)

Identify on the following page name(s) of the project(s) you have an ownership interest in and/or manage in the above-identified state (attach additional pages as necessary).

PLEASE INCLUDE the project number (or similar) used by the above-identified state in order to facilitate accurate project identification.

High Speed Internet Availability

Per the 2026-2027 Qualified Allocation Plan projects must provide evidence dated within one year of the funding round deadline from the local governing body and/or utility company regarding the availability of and confirmation of capacity to serve the project with all utilities, including high speed internet.

INTERNET SERVICE PROVIDER NAME: _____

By signing below the project Architect and Applicant confirm that:

1. All units will be equipped with high-speed internet capabilities, either by connecting each unit to a separate data network using Category 5e wiring, but installing a wireless Local Area Network (LAN) server and providing each unit with at least one wireless LAN card, or by installation of cable service to the project and to each unit, and
2. The project will have an active internet connection between the project and a local internet service provider

Project Name

Date

Applicant's Signature

Applicant's Name

Architect's Signature

Architect's Name

Architect's Title

Architect's Organization

**ARCHITECT’S CERTIFICATION
EV Charging Infrastructure**

All New Construction, Adaptive Reuse, and Substantial (Gut) rehab projects located in Urban areas will be required to incorporate the following requirements, in order to accommodate future EV charging stations.

- A conduit system installed between the building electrical service panel to the EV-Ready parking spaces. The conduit system is required to be sufficient to suppose electrical wiring associated with the future installation of Electric Vehicle Charging Stations that will serve future EV parking spaces
- The project’s electrical system is required to be designed to accommodate the future electrical loads and electrical equipment associated with providing a minimum Level 2 charge capability to the required number of spaces.
- The building’s electrical panel must be sized to accommodate the future overcurrent devices needed for the EV-Ready system or space for an additional panel may be reserved to accommodate such devices.
- Conduit, electrical panel slots, and floor/wall space reserved for future EV system components are required to be durably labeled: “For Future EV Charging Stations.”
- The EV infrastructure installed must be sized sufficiently to accommodate Level 2 charging stations equal to at least 5% of the total units in the building. For scattered site projects, the infrastructure must be evenly distributed between sites.

By signing, Architect, Applicant and Builder/General Contractor are certifying that with respect to the contracted scope of the Architect of Record and within the normal standard of care, that infrastructure for EV Charging Stations planned for the Project meets minimum requirements as listed in the under the 2026-2027 Qualified Allocation Plan.

Project Name

Date

Applicant’s Signature

Applicant Name

Architect’s Signature

Architect’s Name

Architect Title

Architect Organization

Builder/General Contractor Signature

Builder/GC Name & Organization

GENERAL PARTNER/MEMBER EXPERIENCE CERTIFICATION

As part of the Qualified Allocation Plan Scoring Criteria, previous participation on the part of the General Partner/Member may be eligible for points. Specifically, as stated in the Scoring Criteria, to receive consideration for previous participation:

“An Applicant must certify that the projects for which it is requesting points have maintained a positive operating cash flow from typical residential income alone and have funded reserves in accordance with the partnership or operating agreement and any applicable loan documents for the year in which each development’s last financial statement has been prepared (“successful properties”). Positive operating cash flow is the net cash flow after required debt service and reserve contributions. Projects that were originally structured to operate with negative operating cash flow from typical residential income but were structured with sufficient capitalized reserves to mitigate the negative operations or where the GP/Member has been advancing funds to keep the project operating financially and physically maintained can submit additional explanation for consideration in awarding points for those projects.”

In accordance with the Qualified Allocation Plan and Scoring Criteria, the undersigned hereby certifies that each of the projects listed in the attached “General Partner/Member Experience” form and submitted for consideration for points as part of its application for Low-Income Housing Tax Credit (LIHTC), meets the requirements to be considered a successful property as outlined in the Scoring Criteria and above. Additionally, when necessary, the undersigned has completed and submitted appropriate additional documentation to demonstrate that a project meets the criteria outlined in the Scoring Criteria and above. The undersigned further understands and acknowledges that any inaccuracy of the information presented with regard to previous General Partner or Member experience may be grounds for application disqualification, negative points, disqualification of future applications, or any combination of the three at the sole judgment and discretion of MSHDA.

***TOTAL NUMBER OF SUCCESSFUL AFFORDABLE PROJECTS:** _____

***TOTAL NUMBER OF SUCCESSFUL LIHTC PROJECTS:** _____
(*# of successful properties must be indicated to receive points)

Printed Name, Position Title

Date

Signature

**This form is to be signed by an authorized signer of the entity whose experience is to be used for points. **

On Behalf of:

Print Managing Member/General Partner Name
The Managing Member or General Partner of:

Print Owner (LDHA) Name

*Total number of projects field **must** be completed, and the form **must** be signed to receive points and the number listed should match the totals submitted on the Owner/General Partner Experience page(s).

Please include in Exhibit 12 in the event of partnership with an emerging developer

EMERGING DEVELOPER PARTNERSHIP – IDENTITY OF INTEREST

As part of the Qualified Allocation Plan, developer fee limit consideration may be awarded for projects that promote positive partnerships between developers with prior LIHTC experience and developers without prior LIHTC experience.

This consideration is intended to expand the diversity of developers for LIHTC projects. It is not intended to apply to persons already in the LIHTC development field. As such, previous identities of interest between the partner with LIHTC experience and the partner without prior LIHTC experience must be disclosed.

The undersigned hereby certifies that **(cross out inapplicable language)** There (has/has not) been and (is/is not) now any identity of interest between the undersigned entities. Any identity of interest between the parties is described below. Please note that misinformation provided on this form may result in negative points in future submissions.

Project Name: _____

Company: _____

By: _____
(Signature)

Date: _____

Name: _____
(Typed)

Its: _____

(Title)

Company: _____

By: _____
(Signature)

Date: _____

Name: _____
(Typed)

Its: _____

(Title)

**ARCHITECT'S CERTIFICATION
RE: MICHIGAN PRODUCTS**

Under Michigan's Qualified Allocation Plan for 2026-2027, projects must demonstrate the use of products and goods that are manufactured by Michigan-based corporations **and** incorporate them into the proposed development.

By signing this form, the architect hereby certifies that with respect to the contracted scope of the Architect of Record and within the normal standard of care, that the Construction Documents for the proposed development incorporate the following (applicants may subdivide the table below):

Product	Manufacturer	Manufacturer's Address

After construction has been completed, the architect shall verify the use of the products listed above and report any discrepancies to the Authority.

The Authority reserves the exclusive right to determine whether a manufacturer is "Michigan-based." **Failure to adhere to this certification is the responsibility of the Applicant and may result in future negative points**, which may further result in a future project not being funded.

Project Name

Date

Applicant Signature

Applicant Name

Architect's Signature

Architect's Printed Name

Architect Title

Architect Organization

**ARCHITECT'S CERTIFICATION
VISITABLE/ FHA TYPE C UNITS**

All projects must incorporate FHA Type C design features into all units with first floor living space or access to units by elevator. The Michigan Building Code should be referenced for the requirements of Type C units.

By signing this certification, the Architect certifies that with respect to the contracted scope of the Architect of Record and within the normal standard of care, the proposed project will incorporate the number of Type C units listed below.

Number of units with all visitability design features: _____

Total number of units in the project: _____

Total units with first floor living space or accessible by an elevator: _____

(**If the project has an elevator and the total number of units in the project doesn't match the total units with first floor living space or accessible by an elevator, please explain in the narrative in Exhibit 1. **)

Project Name

Date

Applicant's Signature

Applicant Name

Architect's Signature

Architect's Name

Architect Title

Architect Organization

**ARCHITECT'S CERTIFICATION
PROJECT SQUARE FOOTAGE**

Projects will be assessed points for cost efficiency based on their Total Development Costs per square foot in the project, excluding commercial space that is not a part of the housing project application being proposed. All applicants must submit this certification, and all projects must be evaluated for Cost Containment points found in Section I of the Scoring Criteria.

The Architect and Applicant certify that with respect to the contracted scope of the Architect of Record and within the normal standard of care, the following square footage is accurate for the proposed project.

Total Common Space square footage: _____

Total LIHTC unit square footage: _____

Total Market Rate unit square footage: _____

Total Employee unit square footage: _____

Total Basement square footage: _____

Total Project square footage: _____

Project Name

Date

Applicant's Signature

Applicant Name

Architect's Signature

Architect's Name

Architect Title

Architect Organization

**ARCHITECT'S CERTIFICATION
TYPE A UNITS**

Projects that commit to building at least 10% of the units within the development according to Accessible (Type A) standards will receive points.

By signing this certification, the Architect and Applicant hereby certify that with respect to the contracted scope of the Architect of Record and within the normal standard of care, the proposed project will incorporate the number of barrier free units listed below.

Total number of units that will meet Michigan Building Code Type A standards: _____

Total number of units in the project: _____

Percentage of Michigan Building Code Type A units in the project: _____

Project Name

Applicant's Signature

Applicant Name

Architect's Signature

Architect's Name

Architect Title

Architect Organization

**ARCHITECT'S CERTIFICATION
ACCESSIBLE COMMUNITY SPACE SQUARE FOOTAGE**

Projects will be awarded points for the availability of accessible community space for use by tenants, including individuals with children. Community space **DOES NOT** include space such as outdoor or exterior gathering places, common hallways, offices, lobbies, bathrooms, laundry rooms, etc.

The minimum accessible community space is 15 square feet per unit (including market-rate units) that will have access to the space.

This community space must be **accessible** to all tenants in order to receive points. Please consider entry and exit routes. Easement agreements are required if multiple projects/phases/etc. will share the space.

Project teams should be aware of proximity requirements detailed in Scoring Criteria C, #11.

Total number of units in Project: _____

Total square footage of accessible community space: _____

By signing, Architect and Applicant are certifying that with respect to the contracted scope of the Architect of Record and within the normal standard of care, that accessible community space planned for the Project meets minimum square footage requirements, exclusive of any square footage attributable to shared spaces that do not meet MSHDA requirements for accessible community space.

Project Name

Date

Applicant's Signature

Applicant Name

Architect's Signature

Architect's Name

Architect Title

Architect Organization

Builder/General Contractor Signature

Builder/GC Name & Organization