

## Missing Middle Housing Program Exhibit Checklist

Exhibit Number	Exhibit Title	Exhibit Detail	Rental Projects under 12 units	Rental Projects 12+ Units	For-Sale Projects
1	Executive Summary	A narrative description of the project which includes the type of project; type of financing; tenants served; bedroom mix; local, federal or state subsidies; contact information, including email addresses, for all members of the development team; and other relevant information. (For rehabilitation projects, include a listing of the planned scope of work and proposed improvements).	Required	Required	Required
2	Missing Middle Program Application	Completion and submission of the Missing Middle Program application found at: <a href="https://www.michigan.gov/mshda/developers/missing-middle">https://www.michigan.gov/mshda/developers/missing-middle</a>	Required	Required	Required
3	Pro-Forma	Completion of the Missing Middle Pro-Forma for Rental and/or For-Sale housing.	Required	Required	Required
4	Construction Funding Schedule	Submit a detailed month-by-month schedule of the anticipated project costs during the construction period as well as the funding sources that will be used to pay for the monthly construction costs. Please note that Missing Middle funding is generally not available until a Certificate of Occupancy has been received for the Missing Middle unit.	Required	Required	Required
5	Proposed Site Layout	Include a visual layout of the various buildings on the site(s) which are being proposed.	Required	Required	Required
6	Site Control	Documentation, signed by all applicable parties, in the form of a warranty deed, exclusive option to purchase, land contract, etc., which evidences the ability to maintain site control for 60 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.	Required	Required	Required
7	Title Insurance Commitment	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. 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.	Required	Required	Required
8	Zoning Documents	Documentation, dated within one year of the application submission 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.	Required	Required	Required
9	Site Utility Availability	Documentation, dated within one year of the application submission date, from the local unit of government and/or local utility companies on their letterhead regarding utility availability and adequacy to serve the site, including whether such is currently available or will be available.	Required	Required	Required
10	Site Plan Approval	If site plan approval has been granted, a letter signed by the appropriate official of the local unit of government on its letterhead, dated within one year of the application submission 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.) If site plan approval has not been granted, a detailed description of the steps involved to secure site plan approval and a proposed timeline for securing necessary approvals.	Required	Required	Required
11(a)	Market Study, Local Needs Assessment, Marketing Plan and Demand	Please submit at least one of the following three options: (1) Project specific market study that was ordered for the purpose of satisfying the due diligence requirements of the senior lender. (2) An existing needs assessment, conducted by a local municipality within the last three years, that shows the amount of demand for for-sale or rental housing at the price points proposed by the sponsor. (3) A marketing plan for the project detailing how the sponsor will reach its target market. This could include reference to other nonprofits that are involved in this effort, experience that the sponsor has had with other similar, successful projects in the past, or other information that would describe how the units will be marketed and occupied. Also submit the number of households showing interest in the proposed units generated by public engagement and pre-marketing efforts.	Required	Required	Not Required
11(b)	For-Sale Pre-approvals, Housing Statistics, Local Needs Assessment	Please submit the number of households that are pre-approved for mortgages in an amount that will allow them to buy units at the project. Also submit a description of two basic housing market statistics: (1) the average number of days a unit spends on the market before being sold, and (2) the average sales price. Preferably, these datapoints would be for similar housing units to those proposed by the sponsor. If available, please also submit a copy of an existing needs assessment, conducted by a local municipality within the last three years, that shows the amount of demand for for-sale or rental housing at the price points proposed by the sponsor.	Not Required	Not Required	Required

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12(a)	Environmental Study - Multifamily proposals	Phase I Environmental Site Assessment, performed by an Environmental Professional in accordance with ASTM E1527-21 and within the validity period. Additionally required "non-scope" items: a. FEMA floodplain evaluation b. Wetland identification c. Vapor Encroachment Screen per ASTM E2600-15	Required	Required	Not Required
12(b)	Environmental Study - Single-family proposals	1. (single-family) Environmental Screening Factors Checklist with supporting documentation 2. Environmental Transaction Screen, if performed. 3. Phase I ESA (required only under certain conditions described in full single-family environmental review document) - performed by an Environmental Professional in accordance with ASTM E1527-21 and within the validity period. Additionally required "non-scope" items: a. FEMA floodplain evaluation b. Wetland identification c. Vapor Encroachment Screen per ASTM E2600-15	Not Required	Not Required	Required
13	Financing Sources	Documentation from all proposed third-party financing sources stating that a formal application for financing has been submitted and is under serious consideration. The documentation must include the funding amount, the interest rate (if applicable), term of the loan or investment, amortization period, etc. Please also include evidence of any local contribution including, but not limited to, financial contributions of at least \$5,000 and/or land transfer from the local government for a sales price of not more than \$1,000 per unit.	Required	Required	Required
14	Property Tax Documentation	For projects that are securing tax abatement, documentation from the local municipality demonstrating approval of the proposed tax abatement. This may include a project-specific tax abatement ordinance, an area-wide tax abatement ordinance with a qualifying resolution, or documentation evidencing tax increment financing. If tax abatement is not going to be part of the development, projects should submit documentation to show evidence of the local taxation rate and calculation of projected taxes budgeted as part of yearly operating projections.	Required	Required	Not Required
15(a)	501c3 Non-Profit Documentation	Documentation of Federal 501(c)(3) or (4) status from the IRS	Required	Required	Required
15(b)	501c3 Articles of Incorporation	Certified copy of the Articles of Incorporation dated within 30 days of application due date	Required	Required	Required
15(c)	501c3 Non-Profit Bylaws	Copy of the nonprofit's by-laws documenting that its exempt purpose is consistent with the intent of the Missing Middle housing program	Required	Required	Required
15(d)	Joint Venture Agreement (if applicable)	Executed agreement between the sponsor and the non-profit if the project is a joint venture or co-ownership structure.	Required	Required	Required
15(e)	501c3 Non-Profit Certificate of Good Standing	Current Certificate of Good Standing from LARA's Corporations Division dated within 30 days of application due date	Required	Required	Required
16	Trade Payment Breakdown	Trade Payment Breakdown (see Tab A) detailing the projected construction costs by trade line item.	Required	Required	Required
17	Architectural Plans	Copy of the most up-to-date architectural plans prepared for the project.	Required	Required	Required
18	Equal Employment Opportunity (EEO) Plan	Completed EEO plan (see Tab B)	Required	Required	Required
19	Affirmative Fair Housing Marketing Plan (AFHMP)	Submission of an AFHMP (see Tab C)	Required	Required	Not Required
20	Relocation Plan (if applicable)	For projects involving the rehabilitation of currently occupied units, a relocation plan that details the timeline and process for performing the rehabilitation and any relocation of existing residents that will occur during the process. The plan must detail how the owner is intending to care for the resident needs during the time of the rehabilitation and relocation so as to ensure that the residents are not being negatively impacted.	Required	Required	Not Required
21	Community Engagement	Provide detail regarding efforts and successes in engaging the residents of the local community to ensure that the residents of the community have an active role in helping to determine that the housing development is meeting local needs/wants.	Required	Required	Required
22	Financial Statements	For the Developer and General Contractor: Please submit financial statements in accordance with the Missing Middle Housing Program Financial Capacity policy statement found at Tab D.	Required	Required	Required