

**ORDER OF DOCUMENTS UP TO GRANT AGREEMENT FOR LLC/LDHA's
MSHDA Process to/for Reservation MEMO**

1. Application Submitted and Reviewed by NDD
2. Recommendation to Board for Approval of Reservation MEMO
3. Board Approval Secured by MSHDA
4. Reservation Memo Prepared and Sent to Developer/LLC for Signature.

Developer LLC-LDHA Submissions
Submissions go to MI-Neighborhood Mailbox
MSHDA-MINeighborhoodMailbox@michigan.gov
Copy Your Champion

[Corporations Division - Login Page \(state.mi.us\)](#)

[Apply for an Employer Identification Number \(EIN\) online | Internal Revenue Service \(irs.gov\)](#)

[SAM.gov | Entity Information](#)

5. LLC Document Submission, ***E-Mail #1***: LLC Documentation, IRS-EIN #, Unique Entity ID.
6. Document Submission, ***E-Mail #2***: Proforma, Sworn Statement Part A&B, Timeline.
7. Document Submission, ***E-Mail #3: A.*** Adopt NDD Program Guidelines- Sign and Return Entire Document. ***B.*** Compliance Handbook Certification-Sign and Return Page 1&2.

MSHDA Process after receiving Developer LLC- LDHA Submissions

8. The LLC and Following Document Submissions are collected prior to sending final Reservation MEMO to developer for signature.

[MIN-Program-Guidelines.pdf \(michigan.gov\)](#)

[MI-Neighborhood-Policy-and-Compliance-Handbook.pdf \(michigan.gov\)](#)

[MIN-Construction-Timeline.pdf \(michigan.gov\)](#)

[Sworn-Statement-Part-1.pdf \(michigan.gov\)](#)

[MIN-Trade-Breakdown-Sworn-Statement.xlsm \(live.com\)](#)

[Residential-Housing-Construction-Standards.pdf \(michigan.gov\)4](#)

Rental Pro-Forma

<https://www.michigan.gov/mshda/-/media/Project/Websites/mshda/neighborhoods/MI-Neighborhood/MIN-Rental-Development-ProForma.xlsx?rev=b5363a7227af4c34997cf9853daffd46&hash=BB1B3411E2CB7D4990FDE63CE31014BC>

New Unit Homebuyer Pro-Forma

<https://www.michigan.gov/mshda/-/media/Project/Websites/mshda/neighborhoods/MI-Neighborhood/MIN-New-Unit-Proforma.xlsx?rev=35fcca647b9e46349d4dcf3451b69e1b&hash=A0803DDE0CBEDB7F7FBC2AE1380FEC4D>