



**MSHDA**<sup>TM</sup>

MICHIGAN STATE HOUSING  
DEVELOPMENT AUTHORITY

# Addendum I

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## Exhibit Checklist & Applicant Certifications 2022-2023

### For Use With:

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

Updated: February 2022

[www.michigan.gov/mshda](http://www.michigan.gov/mshda)

# LOW INCOME HOUSING TAX CREDIT PROGRAM EXHIBIT CHECKLIST

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

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.

## 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.

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 must be tabbed with the appropriate corresponding number from the checklist. If applying for Pass-Through Bond financing and 4% Low-Income Housing Tax Credit (LIHTC) from MSHDA, the applicable items in Exhibit 37 of the checklist below must be submitted 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.

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

#### 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 or state 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
- 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 on their letterhead regarding utility availability and adequacy to serve the site, including whether such is currently available or will be available.

***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 6 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/or uploaded directly to the MSHDA Environmental Sharepoint by the project’s environmental consultant.

Also note, that for all projects requesting funding (i.e., PBV or 811-vouchers from MSHDA), a NEPA and/or 811-voucher compliance report will need to be completed at a later date. A firm listed in the ‘Group B’ section of MSHDA’s pre-qualified consultant list is required to perform these reports.

Reports required for federal funding, such as NEPA checklists and 811-voucher reports, 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 encouraged to read and understand this document. A list of MSHDA pre-qualified consultants is also included in that document.

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.

***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. 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 30 days 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, 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 a 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. The letter must include the following:

- The amount, price, and terms of the investment;
- The planned equity pay-in schedule;
- 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.);
- Certification that investor has conducted financial review of development team, including identification of which entities and/or individuals will be providing guarantees;
- Clear statement of any conditions for investment that need to be met;
- Approval of the minimum set-aside election, if proposing to utilize income averaging
- Approval of any underwriting assumptions that deviate from Tab O. of MSHDA’s Combined Application.

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 – GREEN POLICY**

Evidence of the incorporation into the project of one of the four green standards set forth in the Green Policy. Completion of the certification is required to meet both the threshold requirement and to obtain points.

***See Tab M, Threshold Requirement XII in QAP Exhibit I, and Scoring Criteria – Section B, #8.***

**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 C, #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 fully executed agreement between the 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. 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 C, #1 (Partnerships Between Owners)***

#### EXHIBIT 12C – SUCCESSFUL PARTNERSHIPS

Projects applying for points under scoring criteria C.2 must provide the inexperienced partner's letter describing their goals in the housing field, in addition to the Joint Venture agreement meeting MSHDA requirements in Exhibit 12B.

***See Scoring Criteria – Section C, #2***

#### EXHIBIT 12D – 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 C, #3***

#### EXHIBIT 12E – 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 partnership/articles of organization 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.

***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 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 9% credit award can be obtained on the other phase(s) of the building. If the plan is dependent on all phases receiving 9% 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 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 – PROXIMITY TO TRANSPORTATION**

If applying for points in Section A.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), or they are creating a public transportation stop within 1/4 of a mile. 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.

service levels and scope of a typical fixed route public transportation system as noted above, for lesser points.

***See Scoring Criteria- Section A, #1***

#### EXHIBIT 18 – PROXIMITY TO AMENITIES

If applying for points in Section A.2 of the Scoring Criteria, 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 2022-2023 QAP for which points are being claimed.

***See Scoring Criteria- Section A, #2***

#### EXHIBIT 19 – DEVELOPMENTS NEAR DOWNTOWNS OR CORRIDORS

If applying for points in Section A.3 of the scoring criteria, print and include the Walk Score of a location within 1/3 mile that is eligible for points, along with a map showing the location's distance from the project site.

***See Scoring Criteria – Section A, #3***

#### EXHIBIT 20 – EDUCATION, HEALTH AND WELL-BEING, AND ECONOMIC SECURITY

If applying for points in Section A.4 of the Scoring Criteria, the Enterprise Opportunity 360 Report, found using the link below, displaying the State Percentile scores for each of the categories should be submitted. If the report is for a census tract other than the census tract in which the project is located, a map should be submitted demonstrating that the project is within 1/3 mile of the census tract that was used for the report.

<https://www.enterprisecommunity.org/opportunity360/measure>

***See Scoring Criteria- Section A, #4***

#### EXHIBIT 21 – COMMUNITY REVITALIZATION PLAN AREA

If applying for points in Section A.6 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 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 1 mile 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 1 mile 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 the project 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 1 mile 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 the project 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 1 mile of the project that is planned for the future.
- iv. For projects located in a municipality with a population 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, #5 for specific requirements***

If applying for points in Section A.6 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, #6 for specific details***

#### **EXHIBIT 23 – AFFORDABLE ASSISTED LIVING**

For projects applying for points in Section B.3 of the Scoring Criteria, submit the approval letter from the Affordable Assisted Living steering committee.

***See Scoring Criteria- Section B, #1 for specific requirements***

#### **EXHIBIT 24 - HISTORIC REHABILITATION PROJECTS**

If applying for points in Section B.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.

***See Scoring Criteria- Section B, #3***

#### **EXHIBIT 25 – NATIVE AMERICAN HOUSING**

If applying for points in Section B.4 of the Scoring Criteria, the following must be provided.

1. A narrative demonstrating the project is sponsored by a federally recognized tribe, is within the jurisdiction and/or service area of that tribe or its Tribally Designated Housing Entity (TDHE), helps meet the Tribe's housing needs, and has set-aside at least the greater of 5 units or 15% of its total units for households with at least one tribal member or descendent.
2. A waiting list maintained by the Tribe or its Tribally Designated Housing Entity for prospective Tribal tenants that is equal to at least 12 months documenting the proposed project is located in an area with high need for affordable housing.
3. A map of the project location and of the jurisdiction and/or service area of that tribe or its Tribally Designated Housing Entity (TDHE).

***See Scoring Criteria- Section B, #4***

#### **EXHIBIT 26 – TENANT OWNERSHIP**

If applying for a point in Section B.6 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 B, #6**

#### **EXHIBIT 27 – TENANT SERVICES**

If applying for points in Section B.7 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 not already available within 1 mile of the project, 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 Scoring Criteria, Section B, #7 for more information.**

#### **EXHIBIT 28 – SITE PLAN APPROVAL**

If applying for points in Section B.10 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 B, #10 for specific requirements**

#### **EXHIBIT 29 – ARCHITECT'S CERTIFICATIONS**

##### **EXHIBIT 29A – VERIFICATION OF USE OF MICHIGAN PRODUCTS**

To demonstrate the use of products and goods that are manufactured by Michigan-based corporations and that are to be incorporated into the construction or rehabilitation of the proposed development, an Architects Certificate must be submitted.

**See Threshold Requirement XXII in QAP Exhibit I**

##### **EXHIBIT 29B – VISITABLE UNITS**

A certification signed by the applicant and the project architect confirming that the project will incorporate all of the visitability design features shown in Section B, #11 of the Scoring Criteria (if applicable for points).

**See Scoring Criteria- Section B, #11**

##### **EXHIBIT 29C – BARRIER FREE 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 barrier free standards or designed to be fully adaptable to barrier free standards.

***See Scoring Criteria – Section B, #12***

**EXHIBIT 29D – TOTAL PROJECT 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 29E – 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 B, #13***

**EXHIBIT 30 – 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 B, #14, for specific filing requirements***

**EXHIBIT 31- 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 B, #15***

#### **EXHIBIT 32 – USDA RD 515 OR PUBLIC HOUSING CONVERSIONS**

If applying for points under sections B.16 or B.17 of the Scoring Criteria, provide a narrative or documentation to demonstrate the property is a USDA RD 515 rehabilitation with rental assistance or is utilizing a public housing conversion program, respectively.

***See Scoring Criteria – Sections B #16 and B #17***

#### **EXHIBIT 33 – 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 D.

***See Addendum III & Scoring Criteria – Section D.***

#### **EXHIBIT 34 – 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, 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.
- 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 35 – NONPROFIT DOCUMENTATION**

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).

#### **EXHIBIT 36 – PRESERVATION PROJECTS – AUDIT**

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

***See Preservation Category Threshold Requirements in QAP Exhibit II***

#### **EXHIBIT 37 – MSHDA PASS-THROUGH BOND FINANCING**

In addition to the above exhibits, the following exhibits 33A through 33G only need to be submitted if applying for Pass-Through Bond financing and 4% LIHTC from MSHDA:

##### **EXHIBIT 37A – CREDIT ENHANCEMENT**

A description of the proposed credit enhancement and a statement as to the amount of tax-exempt bonds (and taxable bonds, if appropriate) requested. The proposed credit enhancement may be in a form of an unconditional letter of credit, guaranty, bond or mortgage insurance, or other security as the Authority deems appropriate to assure the Authority that repayment of the bonds is reasonably secure.



**EXHIBIT 37B – HUD LOAN COMMITMENT (IF APPLICABLE)**

Submission of the HUD loan commitment and documents submitted in conjunction with the applicant's HUD loan approval.

**EXHIBIT 37C – BOND COSTS AND PROFESSIONAL TEAM COSTS**

An 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 37D – FULL DEVELOPMENT TEAM IDENTIFICATION**

Identification of the full development team, including the bond underwriter, bond trustee, bond counsel, equity partner and rating agency.

**EXHIBIT 37E – PRELIMINARY EQUAL EMPLOYMENT OPPORTUNITY PLAN**

Provide a copy of the project's Equal Opportunity Plan as outlined in Tab F of MSHDA's Combined Application.

***See TAB F of MSHDA's Combined Application***

**EXHIBIT 37F – ACQUISITION/REHAB 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.

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

**EXHIBIT 37G – TENANT RELOCATION PLAN (IF APPLICABLE)**

For projects that require relocation of existing tenants to complete the necessary rehabilitation, submission of an acceptable tenant relocation plan is required.

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 Green 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: \_\_\_\_\_

Please include in Tab D

**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: \_\_\_\_\_

Please include in Tab C

Name of Project \_\_\_\_\_

Owner  Management Company

**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) 373-6007. Thank you in advance for your cooperation.

Company: \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

Name: \_\_\_\_\_

(Typed)

Its: \_\_\_\_\_

(Title)

Identify below the 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):

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

**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

**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: \_\_\_\_\_



**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 Section C.1. of the 2022-2023 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 2022-2023 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 Section C.1. of the 2022-2023 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 Section C.1. of the 2022-2023 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).

**SUCCESSFUL PARTNERSHIPS – IDENTITY OF INTEREST**

As part of the Qualified Allocation Plan Scoring Criteria, points may be awarded for projects that promote positive partnerships between developers with prior LIHTC experience and developers without prior LIHTC experience.

These points are intended to expand the diversity of developers for LIHTC projects. They are not intended to award points 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.

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**Project Name:** \_\_\_\_\_

Company: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Typed)

Its: \_\_\_\_\_  
(Title)

Company: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Typed)

Its: \_\_\_\_\_  
(Title)

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.

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Company: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
(Typed)

Its: \_\_\_\_\_  
(Title)

**DEVELOPMENT TEAM INFORMATION FORM**

(This form must be completed for each member of the Development Team)

According to Threshold Requirement XIII found in Exhibit I of the 2022-2023 Qualified Allocation Plan,

Proposals submitted wherein any member of the Development Team (v) has failed to pay any fee or expense due to the Authority in connection with any Authority-sponsored program (w) has been determined to be in default or in major non-compliance with LIHTC or any other MSHDA program, (x) has been debarred or suspended from any MSHDA, HUD, or Rural Housing programs, (y) is in foreclosure or been foreclosed, or (z) is under felony investigation, indicted or been convicted of a felony, will automatically be disqualified until the event or events of default, debarment, suspension, foreclosure, non-compliance, or other legal action are corrected or resolved.

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

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- 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 an ownership interest? If so, please explain.

Yes  No

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- 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

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- 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

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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

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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

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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

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

Under Michigan's Qualified Allocation Plan for 2022-2023, 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 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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Architect's Signature

\_\_\_\_\_  
Architect's Printed Name

\_\_\_\_\_  
Architect Title

\_\_\_\_\_  
Architect Organization

**ARCHITECT'S CERTIFICATION  
VISITABLE UNITS**

Projects that incorporate "visitability" design features into all units with first floor living space or access to units by elevator will receive points. The following design items are required for a unit to be considered visitable:

- No step entry
- Barrier free parking - with ramps as needed
- Barrier free entry door
- Barrier free ½ bath (minimum) on first floor
- Electrical switches at reachable heights
- Accessible route through the first floor living space

By signing this certification, the Architect and the Applicant hereby certify the proposed project will incorporate the number of visitable 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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Architect's Signature

\_\_\_\_\_  
Architect's Name

\_\_\_\_\_  
Architect Title

\_\_\_\_\_  
Architect Organization



**ARCHITECT'S CERTIFICATION  
BARRIER FREE**

Projects that commit to building 10% of the units within the development according to barrier free or fully adaptable to barrier free standards will receive points.

By signing this certification, the Architect and Applicant hereby certify the proposed project will incorporate the number of barrier free units listed below.

Total number of units that will be barrier free or fully adaptable to barrier free standards: \_\_\_\_\_

Total number of units in the project: \_\_\_\_\_

Percentage of barrier free or fully adaptable to barrier free units in the project: \_\_\_\_\_

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
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 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

\_\_\_\_\_  
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 square by number of units is as follows:

Number of units	Minimum Square Feet
1 to 50 units	500
51 to 100 units	1,000
101+ units	1,500

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 B, #8.***

Total number of units in Project: \_\_\_\_\_

Total square footage of accessible community space: \_\_\_\_\_

By signing, Architect and Applicant are certifying 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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Architect's Signature

\_\_\_\_\_  
Architect's Name

\_\_\_\_\_  
Architect Title

\_\_\_\_\_  
Architect Organization

\_\_\_\_\_  
Builder/General Contractor Signature

\_\_\_\_\_  
Builder/GC Name & Organization