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**MEMORANDUM**

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**TO:** INTERESTED PARTIES  
**FROM:** ELIZABETH RADEMACHER – LIHTC MANAGER  
**SUBJECT:** LIHTC ALLOCATION ACTIVITY  
**DATE:** JANUARY 3, 2022

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This memo is intended to provide potential applicants and stakeholders interested in Michigan's Low Income Housing Tax Credit (LIHTC) program with updates relating to application submission options in the January 18, 2022 Funding Round.

### **Funding Round Submission**

As per the 2022-2023 Qualified Action Plan and Amendment, the MSHDA offices in Lansing and Detroit will not be accepting hand-delivered applications for the January 18, 2022 funding round. **Applicants must submit their application electronically no later than 5:00pm on January 18, 2022.** MSHDA has created an electronic portal for applicants to use to submit the LIHTC application and exhibits.

The January 18, 2022 LIHTC Funding Round portal is now open and can be accessed here: [January 18, 2022 Additional Credit Funding Round Application Portal Request Form](#) . Additionally, the link is also available on the Combined Application page of the MSHDA website, here: [https://www.michigan.gov/mshda/0,4641,7-141-5587\\_5601-60010--,00.html](https://www.michigan.gov/mshda/0,4641,7-141-5587_5601-60010--,00.html) .

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

As a reminder, for organization and ease of locating information during review, the following naming convention is strongly suggested (please use 2 digits minimum for Exhibit number): Project Name – Exhibit Number – Exhibit description. Exhibit descriptions may be shortened versions of the Exhibit title, as long as it is clear which exhibit it is. For example:

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

## Demographic Information Form

Also included in the 2022-2023 Qualified Allocation Plan is a commitment to data collection and analysis. This data will be used to further MSHDA's goals and will be included in an analysis of the QAP and program changes. One step in that data collection process is a new Development Team Demographic Information Form. This form can be found on the Application Portal page ([https://www.michigan.gov/mshda/0,4641,7-141-5587\\_5601-568528--,00.html](https://www.michigan.gov/mshda/0,4641,7-141-5587_5601-568528--,00.html)), the 2022 Funding Round Information page ([https://www.michigan.gov/mshda/0,4641,7-141-5587\\_5601-574819--,00.html](https://www.michigan.gov/mshda/0,4641,7-141-5587_5601-574819--,00.html)), or at Tab FF of the LIHTC Combined Application page ([https://www.michigan.gov/mshda/0,4641,7-141-5587\\_5601-60010--,00.html](https://www.michigan.gov/mshda/0,4641,7-141-5587_5601-60010--,00.html)), and asks for basic demographic information for each entity on the development team. The form should be submitted as an exhibit to the LIHTC application as **Tab F**. This information will not be reviewed as part of the application or funding round and will have no effect on the funding round results. Disclosure of the information is voluntary. Applicants who choose not to disclose this information will not be penalized.

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