

March 10, 2010

## Process for Affordable Assisted Living (AAL) Pilot Program Proposal Acceptance

### Part I – Prior to Application:

1. Developer meets with MSHDA staff to discuss proposed development approximately 5-7 months in advance of the due date for submitting their LIHTC application. The meeting should occur very early in the development process to allow for changes to the proposal.
2. MSHDA staff presents an outline of the proposal to the AAL Steering Committee. Steering Committee is comprised of representatives from Michigan Department of Community Health (MDCH), Department of Human Services (DHS), the Office of Services to the Aging (OSA), and the Michigan State Housing Development Authority (MSHDA).
3. AAL Steering Committee approves the proposal and the development is included in the AAL “pipeline”. Sponsor receives a letter of support from the AAL Steering Committee indicating acceptance into the pipeline.

### Part II – Application:

1. If seeking a loan from the Authority, developer submits application for Direct Lending (Addendum IV of Combined Application) along with Steering Committee letter of support and MOU with the local Area Agency on Aging (AAA) office  
Underwriting requirements: Proposals requesting a MSHDA Loan (taxable bond, HOME, TCAP, 1602, or other) are required to follow MSHDA’s Direct Lending program underwriting parameters.
2. Developer submits 9% LIHTC application (Addendum I of Combined Application) along with Steering Committee letter of support and MOU with the local Area Agency on Aging (AAA) office.
3. AAL application is scored according to QAP.