

In the area below, please select the type of AHAP credits you are requesting. Please make sure you select the appropriate type of credit request, as this will determine which spreadsheets will appear and need completed. If after selecting the appropriate type of credit request, other spreadsheets do not appear, please see the "Instructions" spreadsheet for instructions to enable Macros.

Operating Assistance credits are allocated to Donors who provide eligible donations to Agencies for general operating assistance.

Production credits are allocated to Donors who provide eligible donations to Agencies for the following affordable housing assistance activities:

- * Acquisition
- * Acquisition/Rehabilitation
- * Rehabilitation Only
- * New Construction
- * New Construction/Rehabilitation
- * Rental Assistance

REMINDER

Do **NOT** copy and paste data from other Excel or Word documents into this Workbook.

This application is for

Select

APPLICATION GUIDANCE

Instructions for obtaining, downloading, and opening the Application.

All applicants are required to use the **2016 AHAP Application Form – AHAP-100** provided by MHDC at its web site http://www.mhdc.com/rental_production/ahap/index.htm. Please note that every county library system in Missouri has at least one location with Internet access free to the public.

To download, right-click on the link at the MHDC web site, select **Save File As**, and choose a storage location on your computer.

If you have a version of Excel other than 2007, and upon opening the file a message appears notifying you that the file contains "**Macros**" and gives you the option of "**Enabling**" or "**Disabling**" these macros, you must choose "**Enable**" macros in order for the application to function properly. If this does not work, your Excel is not set to enable Macros. This application will not work properly unless Macros are enabled and your security setting allows Macros to run. Please exit out of this application. Then in Excel with no workbooks open, set your Macros to "Enabled" and your Macro security setting to "Medium" or "Low" by going on the men bar to Tools/Macro/Security and then selecting either "Medium" or "Low." You can then re-open this application and you should not see this message and all appropriate worksheets should appear.

If you have Excel 2007, this application will not work correctly unless you have enabled Macros. You will be able to tell if macros are "Enabled" if the screen flashes several times when entering the "Project Type" data in the "General Information" tab. If it does not flash, your macros are not enabled. Please exit out of this application. Then in Excel with no workbooks open, click on the "Office Button" in the upper left hand corner. Then follow this path; Excel Options/Trust Center/ Trust Center Setting/Macro Settings. Then check the box to "Enable All Macros." You can then re-open this application and you should not see this message and all appropriate worksheets should appear.

Please note that you must fill in **all** applicable boxes, and there is a place on the Certification worksheet that requires an original signature.

Description of the Application and sections to be completed

The Application Checklist is intended to guide applicants in organizing their application and ensuring all of the documentation requested by MHDC is included in the application package. Check boxes are provided for applicant's use within the Exhibit Checklist worksheet. **ALL APPLICANTS MUST COMPLETE THIS EXHIBIT CHECKLIST AND PLACE A PRINTED COPY IN EACH APPLICATION PACKAGE.**

The number of worksheets within the Excel file will depend upon whether you are applying for Operating Assistance credits or Production credits. If you are applying for Production credits, the number of

worksheets will also depend upon the type of project.

The application has been designed with the ability to populate information based on entered detail. However, to take advantage of this feature, the application should be completed in order.

In order to maintain the integrity of the electronic application, many cells are locked and inaccessible by the applicant. Any attempt to access or tamper with the formulas in those cells will be a cause for automatic rejection of the application.

Directions for Printing, navigating, and electronically copying the Application

1. To print this application, click on the **File** option on the top menu in excel with the workbook open. Then click on the **Print** option. When the box appears on the screen showing print details, select the **“Entire workbook”** option in the lower left portion of the screen showing print details. This will print each and every worksheet within the workbook. To print just a single worksheet within the workbook, follow the procedure described above but select **“Active sheet(s)”** instead of “Entire workbook”.
2. To navigate between the different tabs in this workbook, point the mouse cursor at the desired tab at the bottom of the screen. Also, the small black arrows at bottom left will assist in moving between the tabs.
3. **To save the file on a CD you must utilize a writable CD, either a CD-R or CD-RW. Utilizing CD writing applications (check your computer for applicable programs), insert the CD, select the application, and write the completed application file to the CD. You must save the file to the CD in Excel form only. To help ensure that the AHAP Application has been successfully written to the CD, we advise that after you write the file to the CD, eject the CD from your computer. Next, reinsert the CD back into your CD drive. Now make sure you can open the file from the CD using Excel.**

General Application Knowledge

Applications must be for Operating Assistance or Production tax credits. Since there is only one application, ensure that the correct sections are completed for the applicable tax credit process. If there are any questions for which credit type to apply, please contact *Gus Metz* either by email gmetz@mhdc.com or via phone (816) 759-6878.

Exhibit Checklist



All required exhibits must be included or the application will be rejected because of incompleteness.

A checkbox means that the exhibit is required for that type of AHAP Application. Please place an "X" in the box to indicate that the item is included with the application packet.

	Operating Assistance Application	Production Application
1. \$100 Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
2. Electronic copy of Application Form AHAP-100 in Excel form on CD	<input type="checkbox"/>	<input type="checkbox"/>
3. Executed Application Form AHAP-100	<input type="checkbox"/>	<input type="checkbox"/>
4. Non-Profit Agency Information		
a. Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
b. By-Laws	<input type="checkbox"/>	<input type="checkbox"/>
c. Non-Profit Determination Letter	<input type="checkbox"/>	<input type="checkbox"/>
5. Donation Information		
a. Letter of Intent for single-donor proposals or Pledge Letters for multiple-donor proposals	<input type="checkbox"/>	<input type="checkbox"/>
b. Plan and timeline for multiple-donor proposals	<input type="checkbox"/>	<input type="checkbox"/>
6. Agency Financial Information		
a. Current Fiscal Year Operating Budget	<input type="checkbox"/>	<input type="checkbox"/>
b. Most recent Financial Statement	<input type="checkbox"/>	<input type="checkbox"/>
7. Signature Block for Agency and Sponsor (if applicable)		<input type="checkbox"/>
8. Evidence of Site Control - Warranty Deed (if acquisition, include contract)		<input type="checkbox"/>
9. Legal Description		<input type="checkbox"/>
10. Site Map		<input type="checkbox"/>
11. Fair Market Value Supporting Documentation		<input type="checkbox"/>
12. PHA approved utility allowance		<input type="checkbox"/>
13. Rental Assistance Proposal Information (if applicable)		
a. Rental Assistance Action Plan		<input type="checkbox"/>
b. Current Rent Roll including income of residents		<input type="checkbox"/>
c. List of comparable properties		<input type="checkbox"/>
d. Current Operating Budget		<input type="checkbox"/>
e. Most recent Audited Financial Statement		<input type="checkbox"/>

Operating Assistance Information



Does the agency's charter state as one of its purposes that it will produce, maintain or operate low income housing.

Select

If no, describe how this agency is involved in affordable housing activities? (attach supporting documentation)

Name the target population to be served by the affordable assistance activities to be funded by the proposed donation(s).

How many persons or households have you served in the most recent calendar year with this activity?

How many persons or households do you anticipate serving in the next calendar year as a result of the proposed donation?

MHDC must collect expected job creation information on proposed projects. In the space below, please estimate the number of construction jobs and non-construction jobs (property management jobs, staff members) that will be created if this project as proposed is funded. Estimate the number of construction jobs created based upon the assumption that 11 jobs are created for each \$1 million of construction activity (based upon the construction contract).

Construction Jobs

Non-Construction Jobs

Part-time permanent jobs created

Full-time permanent jobs created

Total estimated Operating Expenses for the agency's current fiscal year:

(please attach current fiscal year operating budget as Exhibit 6a)

For Operating Assistance Applications please indicate below the category(ies) toward which the agency will apply their donations by indicating the approximate amount of donations directed to each category(ies). For each and every category chosen below, that category should be included as a line item within your attached budget.

Donation Use	Estimated Amount
Equipment/Office Supplies	_____
Salaries	_____
Utilities	_____
Maintenance/Repairs	_____
Office Rent/Mortgage Payments	_____
Property Taxes	_____
Insurance	_____
Professional Services <small>(Accounting, Plumbing, Electrical, Legal, etc)</small>	_____
Other (Describe Below)	
_____	_____
_____	_____
_____	_____
_____	_____
Total Uses	\$0