Applications must be submitted in a brown Classification Folder, Legal, 2 Partitions (i.e. 6 fasteners), with all attachments provided in the order listed. Attachments must be tabbed and numbered as in this Attachments Checklist*. Note that this Attachments Checklist is not an exhaustive list of all items to be included in a submission. Please see the 2019 QAP for additional items that may be required.*

Project Name:

I. Required Items for all Applicants

| Tab # | Document or Schedule Required | Check if Present | For MFA Use |
| --- | --- | --- | --- |
| 1a | Include a CD, DVD or USB flash drive containing a complete color copy of the LIHTC Application, including all attachments, in PDF file format with protected personal information such as Social Security numbers and Board member home addresses, redacted. The CD, DVD or USB flash drive must be bookmarked for each Application Tab (Tab), and named accordingly (e.g. “Tab 1”, “Tab 2”, etc.) |  |  |
| 1b | Omnibus Signature Page and Certification |  |  |
| 1c | Attachments Checklist |  |  |
| 1d | Tax Credit Selection Criteria Scoring Worksheet |  |  |
| 1e | Application Fee *($500 Non Profit; $1,000 For Profit)* |  |  |
| 1f | Market Study/Design Review Deposit ($8,500); Executed Market Study Release Form (for review, signature covered in Omnibus) |  |  |
| 1g | Copy of Intent to Submit a Tax Credit Application and Development Synopsis |  |  |
| 1h | General Narrative *(Not to Exceed Five Pages, with 0.8 margins and minimum font size of 11 pts)* |  |  |
| 1i | One page summary of Developer affordable housing experience |  |  |
| 1j | Related Party Affidavit(s) *(One for each member of the development team)* |  |  |
| 2a | Rental Development Project Application Form |  |  |
| 2b | Organizational Chart for Proposed Project Owner |  |  |
| 2c | Utility Allowance Documentation |  |  |
| 3a | Schedule A: Development Cost Budget |  |  |
| 3b | Schedule A-1: Sources of Funds |  |  |
| 4a | Schedule B: Unit Type and Rent Summary |  |  |
| 4b | Copy of Federal Rental Assistance Contract (if applicable), Copy of Federally Approved Rent Schedule indicating Approved Rents and Utility Allowances, and Letter from USDA (if applicable) |  |  |
| 5a | Schedule C: Operating Expense Budget |  |  |
| 5b | Schedule C-1: 15 year pro forma cash flow |  |  |
| 6 | Schedule D: Contractor’s and Applicant’s Cost Breakdown |  |  |
| 7 | Schedule E: Development Schedule |  |  |
| 8 | Schedule F: Estimate of HTC Allocation Amount |  |  |
| 9 | Schedule G: Affordable Unit Set-Aside Election |  |  |
| 10a | Schedule H: Executed Applicant’s Previous Participation Certificate for each General Partner and Developer |  |  |
| 10b | Compliance Affidavit for each Principal[[1]](#footnote-1) |  |  |
| 11 | Schedule I: Executed Previous Participation of Management |  |  |
| 12 | Schedule J: Applicant’s Certification (for review, signature covered in Omnibus) |  |  |
| 13 | Schedule K: Return of Tax Credit Reservation or Allocation (not required for Tax Exempt Bond Applications) (for review, signature covered in Omnibus) |  |  |
| 14a | Evidence of Site Control |  |  |
| 14b | Title binder or title search showing encumbrances on property (dated not more than 3 months before Initial Application date) |  |  |
| 15 | Letter from Local Zoning Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits |  |  |
| **Site Information (see Part B of MFA 2019 Mandatory Design Standards for Multifamily Housing for items to be included in submission)** | | | |
| 16a | City or Jurisdictional/Location Map and Detailed Directions to Site |  |  |
| 16b | Legal Description of Site |  |  |
| 16c | Aerial View or Satellite View of the Site |  |  |
| 16d | Location and Linkages Map in addition to Color Photos of the Project Site |  |  |
| 16e | Architect Certification |  |  |
| 16f | Preliminary Site Plan |  |  |
| 16g | Preliminary Landscape Plan |  |  |
| 16h | Preliminary Building Plans |  |  |
| 16i | Preliminary Building Exterior Elevations |  |  |
| 16j | Preliminary Unit Plans |  |  |
| 16k | Preliminary Specifications |  |  |
| 17a | Developer Resume[[2]](#footnote-2) |  |  |
| 17b | General Partner Resume2 |  |  |
| 17c | Contractor Resume2 |  |  |
| 17d | Management Agent Resume2 |  |  |
| 17e | Architect Resume2 |  |  |
| 17f | Consultant Resume2 |  |  |
| 17g | Waiver Procedure for Design Requirements |  |  |
| 17h | Certification of Qualified Professional – CNA |  |  |
| 18a | Letter of Interest from Syndicator/Investor |  |  |
| 18b | Financing Commitments (if available) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **USDA Rural Development Allocation Set Aside (New Construction Only)** | | | |
| 19a | Financing Commitment from USDA for the direct USDA-RD Financing, including loan interest rate, term and repayment requirements |  |  |
| 19b | Letter from an authorized officer of the NM USDA Rural Development Office stating that (a) the Project has been reviewed, (b) USDA-RD favorably considers the proposed transaction, and (c) upon approval of a complete application to RD and an award of tax credits, USDA-RD will submit the file to its national office in Washington, DC and recommend final approval of the transaction |  |  |

1. Optional Requirements for Scoring Purposes (Applicants seeking points for the Project Selection Criteria cited below must submit the additional materials noted.)

| Tab # | | Document or Schedule Required | | Check if Present | | For MFA Use | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Criterion 1) Nonprofit, New Mexico Housing Authority (NMHA), local Tribally Designated Housing Authority (TDHE) or Tribal Housing Authority (THA) Participation | | | | | | | |
|  | | **Qualified Nonprofit** | |  | |  | |
| 20a | | Articles of Incorporation | |  | |  | |
| 20b | | IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a) | |  | |  | |
| 20c | | NM Certificate of Good Standing dated after January 1, 2019 | |  | |  | |
| 20d | | Certification that Nonprofit is not Affiliated With or Controlled by a for-profit Entity | |  | |  | |
| 20e | | Evidence of an Exempt Purpose to foster Low Income Housing | |  | |  | |
| 20f | | Accountant reviewed or audited financial statements for General Partner(s) for the most recent fiscal year | |  | |  | |
| 20g | | Current YTD Financial Statements – including income statement and balance sheetfor General Partner(s) *(dated within 3 months of application)* | |  | |  | |
| 20h | | Accountant reviewed or audited financial statements for the Nonprofit for the most recent fiscal year (if not provided to meet net worth/net assets requirement) | |  | |  | |
| 22i | | Current List of Board Members (*For Local Nonprofits, Board Member list must include their home addresses. If member holds a PO Box then provide a signed affidavit referencing the member’s physical residential location)* | |  | |  | |
| 20j | | List of paid full-time staff | |  | |  | |
| 20k | | If 501 (c)3; 2015 NM Charitable Organization Registration Statement *(Local Non-Profits only)* | |  | |  | |
| 20L | | Certification that Nonprofit, Tribal or Government Instrumentality does or will own no less than 51% of the General Partner interest | |  | |  | |
| 20m | | Evidence of the fee split arrangement among the entities receiving a portion of the Developer Fee (applicable when more than one entity is receiving a portion of the Developer Fee) | |  | |  | |
| 20n | | Provide evidence that a representative such as a board member, officer, director, or staff member of the nonprofit entity has attended the MFA QAP training and/or another MFA approved tax credit training within six months prior to application | |  | |  | |
|  | | New Mexico Housing Authority (NMHA) or Local Tribally Designated Housing Entity (TDHE) | |  | |  | |
| 20o | | Articles of Incorporation or organizational documents verifying status | |  | |  | |
| 20p | | Certification that the NMHA or TDHE does or will own no less than 51% of the General Partner interest | |  | |  | |
| 20q | | Evidence of the fee split arrangement among the entities receiving a portion of the Developer Fee (applicable when more than one entity is receiving a portion of the Developer Fee) | |  | |  | |
| 20r | | Current List of Commissioners or other oversight committee members | |  | |  | |
| 20s | | List of paid full-time staff | |  | |  | |
| 20t | | Accountant reviewed or audited financial statements for General Partner(s) for the most recent fiscal year | |  | |  | |
| 20u | | Current YTD Financial Statements – including income statement and balance sheetfor General Partner(s) *(dated within 3 months of application)* | |  | |  | |
| 20v | | Accountant reviewed or audited financial statements for the NMHA or TDHE for the most recent fiscal year (if not provided to meet net worth/net assets requirement) | |  | |  | |
| 20w | | Provide evidence that a representative such as a board member, officer, director, or staff member of the non-profit entity has attended the MFA QAP training and/or another MFA approved tax credit training within six months prior to application | |  | |  | |
| **Criterion 2) Locational Efficiency** | | | | | | |
| 21a | | Locational Efficiency Score Worksheet |  | |  | |
| 21b | | Area Classification Map (if seeking to use **Rural / Tribal / Small Towns** Locational Efficiency criteria) |  | |  | |
| 21c | | Proximity to Services Map |  | |  | |
| 21d | | Proximity to Public Transportation Map |  | |  | |
| 21e | | Documentation concerning Alternate Form(s) of Transportation if applicable |  | |  | |
| **Criterion 3) Rehabilitation** | | | | | | |
| 22a | | Rehabilitation Worksheet |  | |  | |
| 22b | | Rehabilitation Scope of Work |  | |  | |
| 22c | | Rehabilitation Narrative |  | |  | |
| 22d | | Displacement/Relocation Plan Information |  | |  | |
| 22e | | Evidence of 20-year Requirement |  | |  | |
| 22f | | Evidence of USDA-RD local and Regional office Approval of Property Transfer- Required for Rehabilitation Projects, if applicable |  | |  | |
| 22g | | Evidence of USDA-RD Local and Regional Office Approval of new USDA-RD financing- Required for Rehabilitation Projects if new direct USDA-RD financing is part of financing plan for the Project |  | |  | |
| 22h | | Evidence of USDA-RD Local and Regional Office Approval of restructuring plan for existing USDA-RD debt- Required for Rehabilitation Projects if restructuring of existing USDA-RD debt is part of financing plan for the Project |  | |  | |
| Criterion 4) Sustaining Affordability | | | | | | |
| 23 | | Evidence that loan is eligible for prepayment and termination of use agreement on or before 12/31/23, OR evidence that Project is eligible to make a qualified contract request on or before 12/31/23, OR a copy of Project’s federal rental assistance contract |  | |  | |
| **For Projects that have a commitment from the local PHA to project based vouchers** | | | | | | |
| 24a | | A copy of the PHA administrative plan which describes the procedures for owner submission of PBV and for PHA selection of PBV proposals |  | |  | |
| 24b | | A copy of the published public notice of the PBV proposal selected |  | |  | |
| 24c | | If the proposal selected is for PHA-owned units, a copy of the HUD field office determination that the PHA-owned units were appropriately selected |  | |  | |
| Criterion 8) Households with Special Housing Needs Housing Priority | | | | | | |
| 25a | | Special Housing Needs Certification (for review, signature covered in Omnibus) |  | |  | |
| 25b | | Service Coordination Certification |  | |  | |
| 25c | | Service Coordination Plan and Budget (must be included in Schedule C) |  | |  | |
| 25d | | Evidence of MFA Approval for “Other” Service, if applicable |  | |  | |
| 25e | | Memorandum Of Understanding |  | |  | |
| Criterion 9) Projects Reserved for Seniors Housing Priority | | | | | | |
| 26a | | Scoring Detail/Commitment for Seniors Housing Priority |  | |  | |
| 26b | | Evidence of MFA Approval for “Other” Service, if applicable |  | |  | |
| 26c | | Description of required design elements and any additional design elements that meet the needs of Seniors |  | |  | |
| 26d | | Budget for Service Plan (must be included in Schedule C) |  | |  | |
| 26e | | Fair Housing Act Certification for Senior Housing Facilities |  | |  | |
| Criterion 10) Households with Children Housing Priority | | | | | | |
| 26f | | Scoring Detail/Commitment for Households with Children |  | |  | |
| 26g | | Evidence of MFA Approval for “Other” Service, if applicable |  | |  | |
| 26h | | Unit Mix Calculation Worksheet |  | |  | |
| 26i | | Description of required design elements and any additional design elements that meet the needs of individuals with children |  | |  | |
| 26j | | Budget for Service Plan (must be included in Schedule C) |  | |  | |
| Criterion 11) Leveraging Resources | | | | | | | |
| 27a | Leveraging Resources Worksheet | | |  | |  | |
| 27b | Copy of Resolution by state, local or Tribal government entity; additional documentation is required if resolution does not state financing terms, OR evidence of a grant or other contribution by a private third party entity, OR evidence of other federal funds, as applicable. | | |  | |  | |
| 27c | Municipality’s certification to MFA, or a copy thereof, that the project and contribution has been analyzed by the Governmental Entity and the contribution meets the requirements of the Affordable Housing Act and Rules Section 5.4, as applicable (not applicable to contributions made by Tribes) | | |  | |  | |
| 27d | Appraisal Report(s) dated no earlier than August 15, 2018, prepared by MAI licensed in New Mexico, for all contributions of land or buildings, except for tribal land | | |  | |  | |
| 27e | Financing Commitments (including Deferred Developer Fee and GP Contributions) | | |  | |  | |
| Criterion 13) Projects Marketed to Households on Public or Indian Agency Waiting List | | | | | | | |
| 28 | Letter to PHA Director of Jurisdiction for the Project from the Applicant verifying this commitment | | |  | |  | |
| Criterion 14) QCT/ Concerted Community Revitalization Plan | | | | | | | |
| 29a | QCT/ Concerted Community Revitalization Plan Scoring Worksheet | | |  | |  | |
| 29b | Identification of the QCT as of 2019 | | |  | |  | |
| 29c | Complete Copy of Concerted Community Revitalization Plan, highlighting the portion of the plan that the Project meets, or a Map of Designated New Mexico MainStreet Area | | |  | |  | |
| 29d | Evidence of formal governmental adoption of the Plan or evidence of New Mexico MainStreet designation | | |  | |  | |
| Criterion 15) Tenant Ownership | | | | | | | |
| 30 | Long-term Tenant Conversion Plan | | |  | |  | |
| **Criterion 16) Historic Significance** | | | | | | | |
| 31 | Evidence of Certification on the National Register of Historic Places | | |  | |  | |
| **Criterion 17) Blighted Buildings and Brownfield Site Reuse** | | | | | | | |
| 32a | Color Photos of the Site and Existing Blighted Buildings (both exterior and interior) if applicable | |  | |  | | |
| 32b | Brownfield - Phase II Environmental Site Assessment  Blighted Building – Letter from Local Government Building Division stating the proposed site meets the requirements of the QAP for blight. | |  | |  | | |
| 32c | Brownfield – Remediation Budget and Plan detailing proposed work  Blighted Building – Demolition Budget and Plan detailing proposed work | |  | |  | | |
| 32d | For scattered site projects, calculation showing the total square footage of the blighted buildings equals or exceed 10 percent of the proposed total new construction square footage. | |  | |  | | |
| **Criterion 19) Efficient Use of Tax Credits** | | | | | | | |
| 33 | Efficient Use of Credits Worksheet | |  | |  | | |
| **Criterion 20) Non-Smoking Properties** | | | | | | | |
| 34 | Non-Smoking Property Certification (signature covered in Omnibus) | |  | |  | | |
| **Criterion 21) Adaptive Reuse Projects** | | | | | | | |
| 35 | Adaptive Reuse Worksheet | |  | |  | | |
|  | **Criterion 22) Other Scoring Points Available** | |  | |  | | |
| 36a | Other Scoring Points Worksheet | |  | |  | | |
| 36b | Additional documentation as required per the Worksheet | |  | |  | | |

1. **Additional Requirement for Private Activity Bond Volume Cap Projects**

|  |  |  |  |
| --- | --- | --- | --- |
| 37 | Schedule L: Private Activity Bond Volume Cap Allocation Information |  |  |
| 38 | Appraisal of existing site & buildings (dated within 6 months of application) (rehab only) Can be submitted after the initial application but required prior to issuance of the determination letter. |  |  |
| 39 | Capital Needs Assessment (dated within 6 months of app.) (rehab only) Can be submitted after the initial application but required prior to issuance of the determination letter. |  |  |
| 40 | Tax-Exempt Bond Narrative |  |  |

1. **Additional Requirements for MFA and Ventana Fund Loans**

|  |  |  |  |
| --- | --- | --- | --- |
| 41 | FEMA floodplain map showing floodplain designation |  |  |
| 42 | Financial statements for ***all*** general partner(s)/managing member(s): CPA-reviewed or audited financial statements for the most recent ***two*** fiscal years, AND current YTD financial statements dated within three months of application. For any such statements that are already provided in a previous Tab, you may provide a note referring to the relevant Tab. |  |  |
| 43 | Financial statements for guarantor(s): If loan funds are to be used during construction, guarantor(s) are required and must provide CPA-reviewed or audited financial statements for the previous ***two*** fiscal years, AND current YTD financial statements dated within three months of application. For individual guarantor(s), provide federal tax returns with all schedules, attachments, and K-1s for the previous two years, AND personal financial statement on HUD form 92417 (include all contingent liabilities), signed and dated within three months of application. For any such statements that are already provided in a previous Tab, you may provide a note referring to the relevant Tab. |  |  |
| 44 | *For rehab projects only:* CPA-reviewed or audited financial statements for the project for the most recent ***two*** fiscal years, AND current YTD financial statements dated within three months of application. |  |  |
| **Additional Requirements for National Housing Trust Fund (NHTF) Loans** | | | |
| 45a | NHTF Scoring Worksheet with self score (worksheet available at http://housingnm.org/developers/national-housing-trust-fund) |  |  |
| 45b | If seeking points under NHTF Scoring Criterion #1, provide a map showing the applicable radius. See <http://housingnm.org/renters/affordable-rental-properties> and <http://housingnm.org/renters/subsidized-rental-properties> for income-restricted and subsidized properties (please note that these lists may not be exhaustive), and contact public housing authorities for locations of public housing properties. |  |  |
| 45c | If seeking points under NHTF Scoring Criterion #3, provide a signed letter from the Project architect certifying that upon completion, the Project will attain a HERS rating lower than 75 for rehab projects or lower than 65 for new construction projects. |  |  |
| 45d | If seeking points under NHTF Scoring Criterion #11, provide a statement that (1) certifies the number of units to be set aside in a Land Use Restriction agreement for one or more of the following priority housing needs: housing for the elderly and frail elderly, housing for persons with severe mental illness, housing for persons with disabilities, housing for persons with alcohol or other addictions, housing for persons with HIV/AIDS, housing for victims of domestic violence, and/or housing for individuals or households experiencing homelessness; and (2) describes the marketing strategies, services, and design elements, if any, targeted to those priority housing needs. |  |  |
| **Additional Requirements for New Mexico Housing Trust Fund (NMHTF) Loans** | | | |
| 46 | Exhibit A of NMHTF Notice of Funding Availability (available at <http://housingnm.org/developers/nm-housing-trust-fund>) with self score |  |  |
| **Additional Requirements for Preservation Revolving Loan Fund (PRLF) Loans** | | | |
| 47a | Evidence that property is currently financed under Section 514, 515, or 516 of the Housing Act of 1949 |  |  |
| 47b | USDA Form RD 1940-20 “Request for Environmental Information” |  |  |
| 47c | FEMA Form 81-93 “Standard Flood Hazard Determination Form” |  |  |
| 47d | If applicant has any USDA projects in non-compliance, provide the USDA-approved workout plan. |  |  |

1. “Principal” means an Applicant, any general partner of an Applicant, and any officer, director, board member or any shareholder, general partner, managing member, or affiliate of an Applicant. It also includes any entity receiving any part of a developer fee for a Project. For Project compliance purposes (Section IV.C.11), Principal would include shareholders with interests of 25 percent or more, all officers of a corporation (whether Board members or employees), all general partners or members. [↑](#footnote-ref-1)
2. All resumes must include name of firm, name of contact person, office address, telephone number, and professional affiliations. Contractor’s resume may be submitted after the application deadline but no later than November 15th (Carryover Allocation submittal deadline). [↑](#footnote-ref-2)