Applications must be submitted in one or more three-ring binders with all attachments provided in the order listed. Attachments must be tabbed and numbered as in this Attachments Checklist.A complete color copy of the Application, including all attachments, in PDF file format with protected personal information such as Social Security numbers and Board member home addresses, redacted, must be uploaded to <https://mfa.internal.housingnm.org/FileTransferHD>. The PDF must be bookmarked for each Application Tab (Tab), and named accordingly (e.g. “Tab 1”, “Tab 1a”, “Tab 2”, etc.). Additionally, the Universal Rental Development Application Form and the Universal Rental Development Schedules A-I should be included as excel files in the submission, as well as contained within the PDF.

*Note that this Attachments Checklist is not an exhaustive list of all items to be included in a submission. Please see the 2021 QAP for additional items that may be required for any LIHTC allocation request.*

Project Name:

| **Application Fee** LIHTC *($750 Non Profit; $1,500 For Profit)*Any MFA Loan Product *($250 each, $1,000 for Risk Share Program) (this fee is required at application unless the Applicant is also competing in the 9% LIHTC round, in which case MFA Loan fees are required following an award)* |
| --- |
| **Design Review Deposit** *($10,000)* |

I. Required Items for all Applicants

|  |  |  |  |
| --- | --- | --- | --- |
| Tab # | **Document or Schedule Required**(Tab #s in blue have provided application materials) | Check if Present | For MFA Use |
| 1a | Universal Rental Development Application Attachments Checklist |  |  |
| 1b | Project Selection Criteria Scoring Worksheet *(if requesting a LIHTC allocation)* |  |  |
| 1c | Omnibus Signature Page and Certification |  |  |
| 1d | Project Narrative  |  |  |
| 1e | Displacement and Relocation Plan *(if applicable)* |  |  |
| 1f | Rehabilitation Scope of Work *(if applicable)* |  |  |
| 1g | One-page summary of Developer affordable housing experience |  |  |
| 1h | Related Party Affidavit(s) *(one for each member of the development team)* |  |  |
| 1i | Organizational Chart for Proposed Project Owner |  |  |
| 1j | Applicant’s Certification (for review, signature covered in Omnibus) |  |  |
| 1k | Return of Tax Credit Reservation or Allocation (for review, signature covered in Omnibus) *(if requesting a 9% LIHTC allocation)* |  |  |
| 1l | Compliance Affidavit for each Principal[[1]](#footnote-1) |  |  |
| 2 | Universal Rental Development Application Form  |  |  |
| 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)* |  |  |
| 4c | Utility Allowance Documentation |  |  |
| 5a | Schedule C: Operating Expense Budget *(if project is a rehabilitation of an existing property, application must include both a projected Operating Expense Budget and an actual incurred cost schedule)* |  |  |
| 5b | Schedule C-1: 15-year pro forma cash flow |  |  |
| 6a | Schedule D: Contractor’s and Applicant’s Cost Breakdown |  |  |
| 6b | Schedule E: Development Schedule |  |  |
| 7a | Schedule F: Estimate of Tax Credit Allocation *(if requesting a LIHTC allocation)* |  |  |
| 7b | Documentation of status in a QCT or DDA *(if applicable to item 7a)* |  |  |
| 8 | Schedule G: Affordable Unit Set-Aside Election |  |  |
| 9a | Schedule H: Executed Applicant’s Previous Participation Certificate for each General Partner and Developer |  |  |
| 9b | Schedule I: Executed Previous Participation of Management |  |  |
| 10a | Evidence of Site Control |  |  |
| 10b | Title binder or title search showing encumbrances on property (dated not more than 3 months before Initial Application date) |  |  |
| 10c | Letter from Local Zoning (or Planning) Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits |  |  |
| **Site Information – Tabs 11a-l (see Part B of MFA 2021 Mandatory Design Standards for Multifamily Housing for items to be included in submission)** |
| 11a | City or Jurisdictional/Location Map and Detailed Directions to Site |  |  |
| 11b | Legal Description of Site |  |  |
| 11c | Aerial View or Satellite View of the Site  |  |  |
| 11d | Location and Linkages Map in addition to Color Photos of the Project Site |  |  |
| 11e | Architect Certification |  |  |
| 11f | Preliminary Site Plan  |  |  |
| 11g | Preliminary Landscape Plan |  |  |
| 11h | Preliminary Building Plans |  |  |
| 11i | Preliminary Building Exterior Elevations |  |  |
| 11j | Preliminary Unit Plans |  |  |
| 11k | Preliminary Specifications |  |  |
| 11l | Waiver for Design Requirements *(if applicable)* |  |  |
| 12a | Developer Resume[[2]](#footnote-2) |  |  |
| 12b | General Partner Resume2 |  |  |
| 12c | Contractor Resume2 |  |  |
| 12d | Management Agent Resume2 |  |  |
| 12e | Architect Resume2 |  |  |
| 12f | Consultant Resume2 |  |  |
| 13a | Market Study *(with* ***Certification of Qualified Professional*** *included)* |  |  |
| 13b | Capital Needs Assessment *(if applicable, with* ***Certification of Qualified Professional*** *included)* |  |  |
| 14a | Letter of Interest from Syndicator/Investor |  |  |
| 14b | Financing Commitments *(if available)* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tab # | **Document or Schedule Required** | Check if Present | For MFA Use |
| **Underserved Populations Set Aside Requirements (if requesting LIHTC allocation through the set aside)** |
| [ ]  | **USDA-Rural Development (New Construction only)** |  |  |
| 15a | Financing Commitment from USDA for the direct USDA-RD Financing, including loan interest rate, term and repayment requirements |  |  |
| 15b | 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 |  |  |
| [ ]  | **Permanent Supportive Housing (PSH)** |  |  |
| 15c | PSH Certification of Quality  |  |  |
| [ ]  | **Tribal Projects** |  |  |
| 15d | Map showing Project is located within a Tribal Trust Lands boundary |  |  |

1. Additional LIHTC Application Requirements

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** |  |  |
| 16a | Articles of Incorporation |  |  |
| 16b | IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a) |  |  |
| 16c | NM Certificate of Good Standing dated after January 1, 2020 |  |  |
| 16d | Certification that Nonprofit is not Affiliated with or Controlled by a for-profit Entity |  |  |
| 16e | Evidence of an Exempt Purpose to foster Low Income Housing |  |  |
| 16f | Accountant reviewed or audited financial statements for General Partner(s) for the most recent fiscal year |  |  |
| 16g | Current YTD Financial Statements – including income statement and balance sheetfor General Partner(s) *(dated within 3 months of application)* |  |  |
| 16h | 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) |  |  |
| 16i | 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)* |  |  |
| 16j | List of paid full-time staff |  |  |
| 16k | If 501 (c)3; 2015 NM Charitable Organization Registration Statement *(Local Non-Profits only)* |  |  |
| 16l | Certification that Nonprofit, Tribal or Government Instrumentality does or will own no less than 51% of the General Partner interest |  |  |
| 16m | 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) |  |  |
| 16n | 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) |  |  |
| 16o | Articles of Incorporation or organizational documents verifying status |  |  |
| 16p | Certification that the NMHA or TDHE does or will own no less than 51% of the General Partner interest |  |  |
| 16q | 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) |  |  |
| 16r | Current List of Commissioners or other oversight committee members |  |  |
| 16s | List of paid full-time staff |  |  |
| 16t | Accountant reviewed or audited financial statements for General Partner(s) for the most recent fiscal year |  |  |
| 16u | Current YTD Financial Statements – including income statement and balance sheetfor General Partner(s) *(dated within 3 months of application)* |  |  |
| 16v | 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) |  |  |
| 16w | 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** |
| 17a | Locational Efficiency Score Worksheet |  |  |
| 17b | Area Classification Map *(if seeking to use the Rural/Tribal classification)* |  |  |
| 17c | Proximity to Services Map  |  |  |
| 17d | Proximity to Public Transportation Map |  |  |
| 17e | Documentation concerning Alternate Form(s) of Transportation *(if applicable)* |  |  |
| 17f | Documentation of Frequent Urban Transportation *(if applicable)* |  |  |
| **Criterion 3) Rehabilitation**  |
| 18a | Rehabilitation Worksheet |  |  |
| 18b | Evidence of 20-year Requirement |  |  |
| 18c | Evidence of USDA-RD local and Regional office Approval of Property Transfer- Required for Rehabilitation Projects, if applicable |  |  |
| 18d | 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 |  |  |
| 18e | 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 |
| 19a | Evidence that loan is eligible for prepayment and termination of use agreement on or before 12/31/25, OR evidence that Project is eligible to make a qualified contract request on or before 12/31/25, OR a copy of Project’s federal rental assistance contract |  |  |
| **Documentation of Voucher Award (exact documentation may vary based on type of voucher)** |
| 19b | (For projects that have a commitment from the local PHA to project-base vouchers) A copy of the PHA administrative plan which describes the procedures for owner submission of PBV and for PHA selection of PBV proposals |  |  |
| 19c | (For projects that have a commitment from the local PHA to project-base vouchers) A copy of the published public notice of the PBV proposal selected |  |  |
| 19d | (For projects that have a commitment from the local PHA to project-base vouchers) If the proposal selected is for PHA-owned units, a copy of the HUD field office or HUD-approved independent entity’s determination that the PHA-owned units were appropriately selected (If the proposal is selected based on a previous competitive award, MFA would require documentation that the proposal meets the criteria for selection without additional competition.) |  |  |
| Criterion 8) Households with Special Housing Needs Housing Priority |
| 20a | Special Housing Needs Certification (for review, signature covered in Omnibus) and Scoring Detail  |  |  |
| 20b | Evidence of MFA Approval for “Other” Service, if applicable |  |  |
| 20c | Special Housing Needs Service Coordination Plan and Budget (must be included in Schedule C) |  |  |
| 20d | Memorandum Of Understanding *(if applicable)* |  |  |
| 20e | Resume(s) for Service Providers |  |  |
| Criterion 9) Projects Reserved for Seniors Housing Priority |
| 21a | Projects Reserved for Seniors Scoring Detail and Design Narrative |  |  |
| 21b | Evidence of MFA Approval for “Other” Service, if applicable |  |  |
| 21c | Service Budget for Projects Reserved for Seniors Housing Priority (must be included in Schedule C) |  |  |
| 21d | Fair Housing Act Certification for Senior Housing Facilities |  |  |
| 21e | Resume(s) for Service Providers |  |  |
| Criterion 10) Households with Children Housing Priority |
| 22a | Households with Children Scoring Detail and Design Narrative |  |  |
| 22b | Evidence of MFA Approval for “Other” Service, if applicable |  |  |
| 22c | Service Budget for Households with Children Housing Priority (must be included in Schedule C) |  |  |
| 22d | Unit Mix Calculation Worksheet (threshold design requirements must be clearly identified in item 11j) |  |  |
| 22e | Resume(s) for Service Providers |  |  |
| Criterion 11) Leveraging Resources |
| 23a | Leveraging Resources Worksheet |  |  |
| 23b | 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. |  |  |
| 23c | 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) |  |  |
| 23d | Appraisal Report(s) dated no earlier than July 15, 2020, prepared by MAI licensed in New Mexico, for all contributions of land or buildings, except for tribal land |  |  |
| 23e | Financing Commitments (including Deferred Developer Fee and GP Contributions) |  |  |
| Criterion 13) Projects Marketed to Households on Public or Indian Agency Waiting List |
| 24  | Letter to PHA Director of Jurisdiction for the Project from the Applicant verifying this commitment |  |  |
| Criterion 14) QCT/ Concerted Community Revitalization Plan |
| 25a | QCT/ Concerted Community Revitalization Plan Scoring Worksheet |  |  |
| 25b | Identification of the QCT as of 2020 (repeat documentation from item 7b if applicable) |  |  |
| 25c | Complete Copy of Concerted Community Revitalization Plan (Metropolitan Redevelopment Plan), highlighting the portion of the plan that the Project meets, or a Map of Designated New Mexico MainStreet Area |  |  |
| 25d | Evidence of formal governmental adoption of the Plan or evidence of New Mexico MainStreet designation |  |  |
| Criterion 15) Tenant Ownership |
| 26 | Long-term Tenant Conversion Plan |  |  |
| **Criterion 16) Historic Significance** |
| 27 | Evidence of Certification on the National Register of Historic Places  |  |  |
| **Criterion 17) Blighted Buildings and Brownfield Site Reuse** |
| 28a | Color Photos of the Site and Existing Blighted Buildings (both exterior and interior) if applicable |  |  |
| 28b | [ ]  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.  |  |  |
| 28c  | [ ]  Brownfield – Remediation Budget and Plan detailing proposed work[ ]  Blighted Building – Demolition Budget and Plan detailing proposed work |  |  |
| 28d | 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** |
| 29 | Efficient Use of Credits Worksheet |  |  |
| **Criterion 20) Non-Smoking Properties** |
| 30 | Non-Smoking Property Certification Selection Form |  |  |
| **Criterion 21) Adaptive Reuse Projects** |
| 31 | Adaptive Reuse Worksheet |  |  |
| **Criterion 22) Other Scoring Points Available** |
| 32a | Other Scoring Points Worksheet |  |  |
| 32b | Additional documentation as required per the Worksheet |  |  |
| 32c | Women and Minority Owned Business Form |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Tab # | **Document or Schedule Required** | Check if Present | For MFA Use |
| 33a | Private Activity Bond Volume Cap Allocation Information Form |  |  |
| 33b | 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.  |  |  |
| 33c | 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.  |  |  |
| 33d | Tax-Exempt Bond Narrative (see section VI.B. of the QAP for details) |  |  |

1. **Additional Requirements for MFA and Ventana Fund Loan Applications**

|  |  |  |  |
| --- | --- | --- | --- |
| Tab # | **Document or Schedule Required** | Check if Present | For MFA Use |
| 34a | FEMA floodplain map showing floodplain designation |  |  |
| 34b | 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.  |  |  |
| 34c | 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. |  |  |
| 34d | *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) Loan Applications** |
| 35a | NHTF Scoring Worksheet with self score (worksheet available at <http://housingnm.org/developers/national-housing-trust-fund>) |  |  |
| 35b | 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. |  |  |
| 35c | 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) Loan Applications** |
| 36 | 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) Loan Applications** |
| 37a | Evidence that property is currently financed under Section 514, 515, or 516 of the Housing Act of 1949 |  |  |
| 37b | USDA Form RD 1940-20 “Request for Environmental Information” |  |  |
| 37c | FEMA Form 81-93 “Standard Flood Hazard Determination Form” |  |  |
| 37d | 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)