Submit in classification folders, legal size, 2 partitions (i.e. 6 fasteners) with attachments tabbed, numbered & provided in the order listed. File colors:  HOME & NHTF - Yellow;  NM HTF & PRLF - Bright Red;

 Primero - Light Green;  Risk Share - Russet Red;  Ventana Fund - Light Blue (available at Staples, Office Max or similar suppliers)

Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loan amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loan program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Tab  # | Document/schedules required for all rental applications | Check if Present | MFA Use |
| 1a | Include a CD, DVD or USB flash drive containing a complete 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. 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.) Alternatively, provide a link to a cloud drive with all of the above. |  |  |
| 1b | Application checklist (submit a separate checklist with each loan request) |  |  |
| 1c | Application fee (non-refundable): $250 for each rental loan program except Risk Share, which is $1,000. |  |  |
| 1d | (Risk Share and NHTF) Direct cost deposit for MFA out-of-pocket costs such as appraisal, legal & architectural review. Risk Share: $8,000. NHTF: $8,500. |  |  |
| 1e | Narrative description of project *(not to exceed three pages, with 0.8 margins and minimum font size of 11 pts)* |  |  |
| 1f | 1 page summary of developer’s affordable housing experience |  |  |
| 1g | Loan & Grant Omnibus Signature Page and Applicant Certification (available on MFA website) |  |  |
| 2a | Rental Development Project Application (7 pages) (available on MFA website) |  |  |
| 2b | Organizational chart for proposed project owner |  |  |
| 2c | Utility allowance documentation or rental assistance contract |  |  |
| 2d | List of current board members (non-profits only) with home addresses |  |  |
| 2e | List of full-time staff of developer(s) & general partner(s)/managing member(s) |  |  |
| 2f | Resumes of developer(s), general partner(s)/managing member(s), consultant(s) & management agent) with firm name, contact person, office address, phone & e-mail address plus Architect’s Qualification Statement (AIA Document B305-1993) & Contractor’s Qualification Statement (AIA Document A305-1986). |  |  |
| 3a | Schedule A: Development Cost Budget (available on MFA website) |  |  |
| 3b | Schedule A-1: Sources of Funds (available on MFA website) |  |  |
| 3c | Schedule B: Unit Type and Rent Summary (available on MFA website) |  |  |
| 3d | Copy of federal rental assistance contract if applicable, showing rents and utility allowances (if Section 8) or forms RD 3560-27 and RD 3560-7 (if USDA) |  |  |
| 3e | Schedule C: Executed Operating Expense Budget (available on MFA website) |  |  |
| 3f | Schedule C-1: 15 year pro forma cash flow (available on MFA website) |  |  |
| 3g | Schedule D: Executed Contractor’s and Applicant’s Cost Breakdown (available on MFA website) |  |  |
| 3h | Schedule E: Development Schedule (available on MFA website) |  |  |
| 3i | Schedule F: Estimate of LIHTC Allocation Amount (only if project includes LIHTC) (available on MFA website) |  |  |
| Tab  # | Document/schedules required for all rental applications | Check if Present | MFA Use |
| 3j | Schedule H: Executed Applicant’s Previous Participation Certificate for each general partner/managing member and developer (Do not include for Risk Share loans) |  |  |
| 3k | Schedule I: Executed Previous Participation of Management (Do not include for Risk Share) |  |  |
| 3l | Members of development team must not be currently suspended or debarred by HUD or MFA (to be confirmed by MFA) | N/A |  |
|  | *For items 4 - 14, see Part B of MFA 2018 Mandatory Design Standards for Multifamily Housing for detailed requirements* |  |  |
| 4 | Location map & detailed directions to the site |  |  |
| 5 | Legal description of site |  |  |
| 6 | Aerial view or satellite view of site |  |  |
| 7 | Location and linkages map |  |  |
| 8 | Preliminary site plan |  |  |
| 9 | Preliminary landscape plan |  |  |
| 10 | Preliminary building plans |  |  |
| 11 | Preliminary building exterior elevations |  |  |
| 12 | Preliminary unit plans |  |  |
| 13 | Preliminary specifications |  |  |
| 14 | Rehabilitation scope of work narrative, if applicable |  |  |
| 15 | Architect’s & Owner’s Certification that drawings/specifications comply with MFA’s Multifamily Rental Design Standards (form on website) (**For NHTF rehab projects**, include language certifying compliance with NHTF Rehabilitation Standards). |  |  |
| 16 | Survey, if available (required prior to close) |  |  |
| 17 | Evidence of site control (**For HOME, NHTF & Risk Share**, property may not be acquired or site work conducted until MFA gives environmental clearance). See Program Manager for allowable lease terms (usually 99 years). (**For PRLF**, provide site control evidence of a property currently financed under Section 514, 515, or 516 of the Housing Act of 1949.) |  |  |
| 18 | Letter from zoning official or other proof that zoning does not prohibit the proposed project |  |  |
| 19 | FEMA floodplain map showing floodplain designation. If site is located in a floodplain, additional requirements will apply. |  |  |
| 20 | Market study, if available at application, or other proof of demand as determined necessary by MFA (required prior to loan approval) |  |  |
| 21 | Phase I Environmental Site Assessment (ESA) (include Phase II if there is one), dated or updated within 6 months of application date. For rehabilitation (rehab) projects built prior to 1978 ESA must include a lead-based paint (LBP) assessment by a certified LBP risk assessor or LBP technician (if LBP is found, additional requirements will apply). For rehab/demolition (regardless of year built) an asbestos inspection by an inspector licensed under EPA AHERA or licensed by another state is required (if asbestos is found, additional requirements will apply). |  |  |
| 22 | Geotechnical/soils report, if available (new construction only) May be requested for loans where MFA is the primary construction lender. |  |  |
| 23 | General contractor contract, if available (required prior to close) |  |  |
| 24 | Capital Needs Assessment (rehabs only) acceptable to MFA, dated within 6 months of application date. Assessment must include a 20-year replacement reserve analysis. Project scope must include all recommended rehab work. Projections must incorporate recommended annual replacement reserves. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tab  # | Document/schedules required for all rental applications | Check if Present | MFA Use |
| 25 | Letters of interest (LOI) or financing commitments, if available (commitments required prior to close). For projects with 9% or 4% LIHTC, an LOI from an experienced LIHTC investor is required at application. |  |  |
| 26 | Financial Statements: **Borrower:** N/A if the proposed Borrower is a new entity with no history, however, ***for rehabs of existing projects, provide statements of the existing operating entity.***  Nonprofits & Housing Authorities (includes Tribally Designated using Entities ( Housing Entities (TDHE)):  CPA-reviewed or audited financial statements for the previous two fiscal years (internally prepared statements for the most recent fiscal year if the audit is not yet available) & current YTD financial statement dated within 3 months of application date**.**  For-Profit Entities**:** Same as above |  |  |
| 27 | Financial Statements: (continued from previous page)  **Owner:** Defined as the ultimate owner with the financial capacity to own and manage affordable housing. Same requirements as above. N/A for newly formed or pass-through entities & limited partners/investor members.  **Guarantors**: Guaranties acceptable to MFA are required if funds are to be used during construction (may be released after completion). Requirements same as for Borrower. If audits or CPA-reviewed statements are not available, MFA may allow individual guarantees. Submit the last 2 years of federal tax returns (include any filing extensions) with all schedules, attachments & K-1s, and personal financial statement on HUD form 92417 (include *all* contingent liabilities), signed & dated within 90 days of application date |  |  |
| 28 | Appraisal, if available. |  |  |
|  | **Organizational Documents of Borrower/Owner/Guarantor if available at application (required prior to close)** |  |  |
| 29 | Certificate of Incorporation or similar document for LLCs, partnerships or Tribally Designated Housing Entities |  |  |
| 30 | Articles of Incorporation or similar document for LLCs, partnerships, or Tribally Designated Housing Entities |  |  |
| 31 | By Laws or similar document for LLCs, partnerships, or Tribally Designated Housing Entities (TDHE’s) |  |  |
| 32 | Certificate of Good Standing from the NM Public Regulation Commission if a corporation or LLC |  |  |
| 33 | Certificate of Existence from the NM Secretary of State if a partnership |  |  |
| 34 | IRS designation letter verifying 501(c)(3) or (4) tax-exempt status under Code Section 501(a) (if applicable) |  |  |
| 35 | Evidence of current registration with New Mexico Attorney General’s Registry of Charitable Organizations (nonprofits only) |  |  |
|  | **PROGRAM SPECIFIC INFORMATION** |  |  |
|  | * ***Provide the below for HOME loans*** |  |  |
| 36 | Relocation requirements (rehabs only): (1) copy of General Information Notice (GIN) mailed to tenants, (2) copy of rent roll for month GIN was issued and (3) copy of Relocation Plan in accordance with Uniform Relocation Act (URA). See <http://www.housingnm.org/developers/uniform-relocation-act> and contact MFA for guidance prior to submitting application. |  |  |
| 37 | HUD Part 58 Environmental Review compliance documents as requested by MFA (may be submitted post application but must be approved prior to funding, land purchase, and/or site work). Complete *MFA Environmental Checklist* with attachments.  See <http://www.housingnm.org/developers/environmental-review> and contact MFA for guidance. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tab  # | **PROGRAM SPECIFIC INFORMATION** | Check if Present | MFA Use |
|  | * ***Provide the below for National Housing Trust Fund (NHTF) loans*** |  |  |
| 38 | Relocation requirements (rehabs only): (1) copy of General Information Notice (GIN) mailed to tenants, (2) copy of rent roll for month GIN was issued and (3) copy of Relocation Plan in accordance with Uniform Relocation Act (URA). See <http://www.housingnm.org/developers/uniform-relocation-act> and contact MFA for guidance prior to submitting application. |  |  |
| 39 | 24 CFR 93.301(f)(1) and (2) Environmental Provisions compliance documents as requested by MFA (may be submitted post application but must be approved prior to funding, land purchase, and/or site work). See <http://housingnm.org/developers/national-housing-trust-fund-environmental-review> and contact MFA for guidance prior to submitting application. |  |  |
| 40 | If seeking points under Scoring Criterion #1, provide map showing 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. |  |  |
| 41 | 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. Certification of HERS rating will be required prior to final draw. |  |  |
| 42 | 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. |  |  |
| 43 | NHTF Scoring Worksheet with self-score (worksheet available http://housingnm.org/developers/national-housing-trust-fund) |  |  |
|  | * ***Provide the below for New Mexico Housing Trust Fund (NM HTF) loans*** |  |  |
| 44 | Exhibit A of NMHTF Notice of Funding Availability (available at http://housingnm.org/developers/nm-housing-trust-fund)with self score |  |  |
|  | * ***Provide the below for Preservation Revolving Loan Fund (PRLF)*** |  |  |
| 45 | Form RD 1940-20 “Request for Environmental Information” completed and signed by applicant. Attach a statement stipulating age of building to be rehabilitated and completed and signed FEMA Form 81-93 “Standard Flood Hazard Determination”. If building is over 50 years old, is on National Register of Historic Places, or is within a 100-year flood plain, MFA will contact RD to determine what additional steps are needed to determine environmental eligibility. |  |  |
| 46 | If applicant has any USDA projects in non-compliance submit the agency approved workout plan. |  |  |
|  | ***Provide the below for 542(c) Risk Share loans*** |  |  |
| 47 | HUD Part 58 Environmental Review compliance documents as requested by MFA (may be submitted post application but must be approved prior to funding, land purchase, and/or site work). Complete *MFA Environmental Checklist* with attachments. See <http://www.housingnm.org/developers/environmental-review> for guidance. |  |  |
| *(continued on following page)* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Tab  # | PROGRAM SPECIFIC INFORMATION | Check if Present | MFA Use |
|  | ***Provide the below for 542(c) Risk Share loans (continued from previous page)*** |  |  |
| 48 | Form HUD-2530 Previous Participation Certification for all required entities/individuals, as described in the instructions attached to the form. These entities/individuals generally include the limited partnership, general partners, managing members, general contractor & management agent. Most management agents file via HUD’s electronic Active Partners Participation System. If an entity plans to file a 2530 electronically via HUD’s Active Partners Participation System, a paper form 2530 is not necessary. For passive investors or tax credit investors, HUD will accept a Limited Liability Corporate Investor (LLCI) letter instead of a 2530. Please include an ownership chart in the application. See Program Manager for guidance. |  |  |
| 49 | Proposed management agent contract allowing termination upon 30 days’ notice, without penalty and with or without cause, upon written request by lender to borrower (if available; otherwise, MFA must approve prior to closing**)** |  |  |
| 50 | Written verification that proposed management agent is operating under authority of a Qualifying Broker licensed in the State of New Mexico (MFA must confirm) |  |  |
| 51 | Form HUD 9839-B Project Owner’s/Management Agent’s Certification signed by general partner(s)/managing member(s) and management agent (MFA must approve) |  |  |
| 52 | Form HUD 9832 Management Entity Profile (signed by management agent) |  |  |
| 53 | Form HUD 935.2A Affirmative Fair Housing Marketing Plan (AFHMP), signed by general partner(s)/managing member(s) and/or management agent; all required documentation, per AFHMP instructions must be attached (MFA must approve prior to closing) |  |  |
| 54 | Form HUD 92010 Equal Opportunity Certification signed by general partner(s)/managing member(s) and management agent |  |  |
| 55 | Authorization for Inspection by MFA and HUD signed by general partner(s)/managing member(s) (form available on MFA website) |  |  |
| 56 | Mortgagor Certification of Loan Guarantees signed by general partner(s)/managing member(s) (form available on MFA website) |  |  |
| 57 | Prior to final close of permanent loan, MFA will require as-built plans/drawings so that the MFA architect can perform a final inspection and confirm that the project was built to the specifications of the Architect’s & Owner’s Certification (see #9) above. |  |  |
| 58 | Standard Form of Agreement Between Owner & Architect AIA B141 or B109 – 2010 for a multi-family residential or mixed use residential project. |  |  |
| 59 | Letters of utility availability (new construction only) for water, sewer, gas and electricity. |  |  |