



IMPORTANT: The application is designed to be completed in a specific order: please do each tab in the order in which they appear; fill in the fields from left to right, top to bottom.

Application Release Notes

Notes

Online Application: The Online Application is not being used this funding round.

Input Cells are gold: All cells that allow input on the FIN 100 are gold. This is to readily display where information may be filled in on each tab.

Copy and Paste: Do not copy and paste in the FIN 100. There is extensive programming in the current FIN 100 which will be overwritten if copy and paste is used.

Dropdown Cells: Select appropriate answer for all dropdown cells. Dropdown cells can cause other cells in the FIN 100 to populate.

VBA password prompt:

Occasionally on save, a prompt will display that requests the VBA password. Please click Cancel until the prompt disappears. This will not cause data loss or complications.

Changes

General Information:

The **Type of Development activities planned** selection will determine if **Development Costs – New** or **Development Costs – Rehab** will open. These new tabs will consolidate information on the **Development Costs** tab.

Developer Information



Add GP/Mem button: This button allows all the partner/member information to be input and saved for future reference. A small part of this information writes to the tab for viewing. All dialog boxes in the FIN 100 are Modal (this mean that while the dialog box is open, no other tabs or boxes can be accessed).

Ownership

Add GP/Mem button: This button allows all the partner/member information to be input and saved for future reference. A small part of this information writes to the tab for viewing. All dialog boxes in the FIN 100 are Modal (this mean that while the dialog box is open, no other tabs or boxes can be accessed).

Site Info

The **Site Info** tab is for one site only. The FIN 100 does not currently allow multiple sites.

Add Building button allows the information about the building to be stored and referenced in the FIN 100. All information must be filled out for all buildings regardless of site information availability. A small part of this information writes to the tab for viewing. All dialog boxes in the FIN 100 are Modal (this mean that while the dialog box is open, no other tabs or boxes can be accessed).

Development Plan

Rental Unit Worksheet is the only place in the FIN 100 where copy and paste may be used without changing programming. As each piece of unit information is added, a new line will display. **Unit Type** and **Type of Assistance** are very important as other information is populated based on these cells. This information is consolidated into like items and then populates the MHDC 2013.

Development Cost – New

This tab is for **NEW** Development Costs only.

Development Cost – Rehab

This tab is for **Rehab** and **Acquisition** Development Costs only,

Development Costs



This tab will consolidate **Development Costs – New** and **Development Costs – Rehab** at the top.

Other Income from 2013

This tab is for income generated from Parking, Commercial, and Other. This information was at one time on the MHDC 2013 and has been moved here for convenience of input.

MHDC 2013: The 2013 has 4 places to complete.

HOME Units: Input total number of high and low HOME units.

Debt Service Information: This information populates from other parts of FIN 100 based on previous selections. Input the % **Dist from Cash Flow**. The last **Soft/Hard Debt** cell is only filled in if AHAP is completed on the **General Information** tab.

Other under Construction Period Funding Gap: Fill in cell for additional line item.

MHDC Comments: Underwriter use only.