



Affordable Housing Assistance Program Frequently Asked Questions (FAQ)

- 1. What is the total amount of available tax credits annually?**

The total allocation of Affordable Housing Assistance Program (AHAP) tax credits is \$10,000,000 for Production applications and \$1,000,000 for Operating Assistance applications.
- 2. When is the Deadline for the Operating Assistance Application?**

Please refer to the Notice of Funding Availability (NOFA) for exact deadlines, funding amounts and other program information. Any applications that are not received prior to the deadlines described in the NOFA will be rejected and returned to the Agency.
- 3. When is the deadline for the Production Application?**

Applications will be accepted at any time throughout the year until April 30. This deadline may be extended at the sole discretion of MHDC based upon the availability of funds.
- 4. What is the difference between an Operating Assistance and Production application type?**

Operating Assistance refers to donations used to assist with the general operating expenses of the agency. A Production application refers to donations used in the acquisition, rehabilitation, or new construction of a site-specific development or to fund rental assistance for residents of a development.
- 5. What is the application fee?**

There is a \$100 non-refundable fee for all applications. A reservation fee of ½% of the reservation amount will be due within ten days after a reservation is granted.
- 6. How are the applications reviewed, and who has the authority to approve and distribute tax credits?**

MHDC staff reserves the right to make all decisions for approving reservations, subject to the availability of tax credits and demonstrated need.
- 7. How do I generate a copy of my application onto a CD?**

Copy it onto a writeable CD, either a CD-R or CD-RW using a CD-writing application (check your computer for applicable programs). Insert the CD, select the application, and write the application file to the CD. Please ensure the application is saved in Excel format. We suggest that you reinsert the CD into the computer and check that the file is saved correctly and opens properly.
- 8. How do I print the application?**

While the application is open, select the File option on the program menu and then the Print option from the drop-down menu. When the Print box is generated, select “Entire Workbook” within the “Print What” section. This function will allow all tabs of the workbook to be printed. If only the active tab is desired when printing, select “Active Sheet(s).”
- 9. Can applications be emailed to MHDC?**



No. Any application that is emailed to MHDC will **not** be accepted as received. The only acceptable means to receive an application is through mail (any means are acceptable) or manual delivery.

10. Can my application be automatically rejected?

Yes. Rejection can occur for multiple reasons as listed below:

- A. The application is not received prior to the deadline;
- B. An electronic copy of the application is not sent in with the physical copy;
- C. The proposal does not demonstrate assistance will be provided to persons at or below 50% of area or statewide median income;
- D. The application and/or supporting information does not include all requested detail. See the AHAP Program Guide (form AHAP-025) for a list of primary deficiencies that will disqualify an application.

11. When will I (the Agency) receive notification of approval or denial of a tax credit reservation?

An approval or denial letter will be sent to the Agency approximately 30 days after the round deadline (if the application is Operating Assistance) or approximately 30 days of receiving a Production application.

12. Are there any guidelines that can assist me in completing/understanding the application?

Yes, please refer to AHAP Program Guide, form AHAP-025.

13. What are leveraged funds and why are they important?

Leveraged funds refer to other sources of funds obtained by the agency for the proposed development in addition to the donations related to the AHAP credits. By leveraging funds agencies minimize the need for AHAP tax credits, thereby making it possible for MHDC to spread a limited resource among more agencies and developments.

14. When do donations need to be received by the Agency?

For the donor to receive AHAP tax credits, all donations must be received by an Agency prior to the reservation deadline imposed by MHDC.

- For Production credits, MHDC will assign a deadline based upon the projected timeline provided in the application.
- For Operating Assistance credits:
 - The Round 1 deadline is typically in late December.
 - The Round 2 deadline is typically in late April.
 - Requests for an increase in credits approved after the Round 2 deadline require donations to be received by June 30.

In any event, all donations must be received no later than June 30.

15. If I obtain donations prior to receiving reservation approval, can I apply these donations to the reservation amount?

No. Donations are eligible between the date of the reservation letter and the deadline established therein.

16. What if I need more tax credits?

You may file an Increase Request form for extra tax credits.



- For Production credits, a request form may be submitted at any time.
- For Operating Assistance credits, the request may be submitted between May 1 and June 30.

17. What is a Land Use Restriction Agreement (LURA)?

A LURA is a 10-year restriction on a specific property that restricts future use to affordable housing assistance activities. The LURA will be recorded in the county in which the project is located on all approved production applications.

18. Can anyone donate or are there restrictions on who can donate?

Eligible donors are individuals or businesses with Missouri tax liability from business activities as identified in the AHAP Program Guide (form AHAP-025).

19. Can I transfer my tax credit as a donor?

Yes. A donor is able to transfer tax credits to another person or entity by filing the Missouri Transfer Form (MO-TF) with MHDC. The transfer may take place once the transfer request has been reviewed and returned to the donor with a signature of approval from MHDC. AHAP tax credits are fully transferable.

20. Can AHAP tax credits be carried forward or back?

AHAP credits may be carried forward ten years. There is no carry-back provision.