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I. REGISTERING A NEW ACCOUNT

Mississippi Home Corporation

Log On

Please enter your username and password. **Register** if you don’t have an account.

**Account Information**

User name
Password

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

**Account Information**

User name
Email address

Password
Confirm password

Register
II. LOGGING ON

Once an account has been set up, enter USERNAME and PASSWORD and then click the “LOG ON” button. Clicking on the “REMEMBER ME?” button will save the log on information.

This section will have links to relevant sites and information.
III. MAIN MENU

Use the browser back button to go back to a previous screen.

FINISHED APPLICATIONS lists all applications submitted to MHC.

UNFINISHED APPLICATIONS lists all applications created but not yet submitted.

FILL OUT AN APPLICATION creates a new application.

Menu Tabs

Software Version

User Name
**IV. CREATING AN APPLICATION**

**Step 1:** To create a new application, click on “FILL OUT AN APPLICATION”

**Step 2:** Select an application from the Select An Application To Fill Out drop down box. Enter a name for the application and then click on FILL OUT APPLICATION.
Once an application has been created, it will appear under the UNFINISHED APPLICATIONS list in the APPLICATIONS tab.
V. NAVIGATING THROUGH THE APPLICATION

SECTIONS AND SUBSECTIONS

There are 11 SECTION HEADINGS in the application indicated by Roman Numberals I–XI. Each SECTION HEADING is followed by subsections that contain the application questions.

Click on the “SAVE AND NEXT” button after inputting data into each Subsection.

Each subsection in SECTIONS I–IX requires data input.

SECTION X will generate calculations based on data inputted in Sections I–IX.

SECTION XI lists all documentation that must be uploaded to the application.
SECTIONS HEADINGS will not contain any data to be entered.

A red asterisk indicates a required field.

The SECTION COMPLETE? question will appear under each SECTION HEADING. This box should only be checked once all questions in the subsection have been completed.
Some questions may have an “ADD” button that can be used to insert additional lines to answer the question.

Click on “SAVE AND NEXT” to advance to the next page. A green check mark will appear next to the SUBSECTION HEADING to indicate that the subsection is complete.

Click on the TRASH button to delete a line.
SAVING DATA

Once data is entered, clicking on another section without saving the current section will prompt this message to appear.

Clicking on “LEAVE THIS PAGE” will allow the user to leave the page without saving data.

Clicking on “STAY ON THIS PAGE” will allow the user to go back to the page and continue to enter data and/or save the data.
### DEVELOPMENT COST

#### ESTIMATED COSTS.
The total estimated cost for the line item.

#### ELIGIBLE BASIS (4%).
The line item’s expected eligible bases for 4% credits.

#### ELIGIBLE BASIS (9%).
The line item’s expected eligible bases for 9% credits.

<table>
<thead>
<tr>
<th>ACQUISITION COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
</tr>
<tr>
<td>Existing Structures</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>TOTAL ACQUISITION COSTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SITE WORK COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Site Remediation</td>
</tr>
<tr>
<td>Off Site Remediation</td>
</tr>
<tr>
<td>Demolition Clearance</td>
</tr>
<tr>
<td>Improvements</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>TOTAL SITE WORK COSTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSTRUCTION/REHABILITATION COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
</tr>
<tr>
<td>Rehabilitation</td>
</tr>
<tr>
<td>Accessory Structures</td>
</tr>
<tr>
<td>Furnishing Appliances</td>
</tr>
<tr>
<td>Construction Contingency</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>TOTAL CONSTRUCTION/REHABILITATION COSTS</td>
</tr>
</tbody>
</table>
## APPLICATION SUMMARY:
### SOURCES AND USES STATEMENT

**Sources**

- Permanent Financing Loans: $1,000,000.00
- Government Funds: $0.00
- Historic Tax Credits: $0.00
- Equity: $0.00
- Deferred Development Fees: $0.00
- Other Sources: $0.00
- Syndication Capital: $6,374,362.50

Total Sources of Funds: $7,374,362.50

**Uses**

- Hard Costs: $5,000,000.00
- Builder's Profit/Overhead/General Requirements: $700,000.00
- Soft Costs: $2,374,362.50

Total Development Cost: $7,374,362.50

**Gap:**

$0.00

When submitting an application, the GAP should always be $0.
The GAP ANALYSIS CALCULATION determines the amount of annual tax credits the development will need in order to generate enough equity to make the deal feasible.
# APPLICATION SUMMARY: DEVELOPMENT PRO FORMA

## C. DEVELOPMENT PRO FORMA (Years 1-9)

<table>
<thead>
<tr>
<th>Category</th>
<th>YR 1</th>
<th>YR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Income</td>
<td>$348,000.00</td>
<td>$358,440.00</td>
</tr>
<tr>
<td>Vacancy (7%)</td>
<td>$24,350.00</td>
<td>$25,090.80</td>
</tr>
<tr>
<td>TOTAL EFFECTIVE INCOME</td>
<td>$323,640.00</td>
<td>$333,349.20</td>
</tr>
<tr>
<td><strong>Annual Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>$110,000.00</td>
<td>$114,400.00</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$50,000.00</td>
<td>$52,000.00</td>
</tr>
<tr>
<td>Maintenance Expenses</td>
<td>$50,000.00</td>
<td>$52,000.00</td>
</tr>
<tr>
<td>Fixed Expenses</td>
<td>$50,000.00</td>
<td>$52,000.00</td>
</tr>
<tr>
<td>TOTAL ANNUAL EXPENSES</td>
<td>$260,000.00</td>
<td>$270,400.00</td>
</tr>
<tr>
<td><strong>Net Operating Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Income</td>
<td>$323,640.00</td>
<td>$333,349.20</td>
</tr>
<tr>
<td>Annual Expenses</td>
<td>$260,000.00</td>
<td>$270,400.00</td>
</tr>
<tr>
<td>NET OPERATING INCOME</td>
<td>$63,640.00</td>
<td>$62,949.20</td>
</tr>
<tr>
<td><strong>Debt Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Debt Service (Fixed)</td>
<td>$48,000.00</td>
<td>$48,000.00</td>
</tr>
<tr>
<td>Annual Debt Service (Variable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Debt Service (Other)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL ANNUAL DEBT SERVICE</td>
<td>$48,000.00</td>
<td>$48,000.00</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Flow</td>
<td>$15,640.00</td>
<td>$14,949.20</td>
</tr>
<tr>
<td>Debt Service Coverage Ratio</td>
<td>1.33</td>
<td>1.31</td>
</tr>
<tr>
<td><strong>Assumptions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Factor</td>
<td>103.00 %</td>
<td></td>
</tr>
<tr>
<td>Expense Factor</td>
<td>104.00 %</td>
<td></td>
</tr>
<tr>
<td>Vacancy Rate</td>
<td>7.00 %</td>
<td></td>
</tr>
</tbody>
</table>

Annual Income is pulled from the GROSS INCOME subsection.

Annual Expenses are pulled from the ANNUAL EXPENSES subsection.

Debt Service is pulled from the SOURCES OF FUNDS subsection.

The Assumption Factors drive the calculations for Years 2–15.
XL. UPLOAD DOCUMENTS

A. THRESHOLD DOCUMENTS

1. Community Notification
   ......(a) Local Government Notification Form (Form TR-1)
   ......(b) Proof of Publication
   ......(c) Affidavit of Compliance with Community Notification (TR-2)
   ......(d) Photos of Signage
   ......(e) Written compilation of public comments (If applicable)
   ......(f) Developer statement addressing any public concerns (If applicable)

2. Site Control Documentation
   ......(a) Evidence showing the ownership entity has control of the proposed site(s)
   ......(b) Provide a legal description of the property that identifies it as the site in the site control documentation.
   ......(c) Evidence of Utilities (new construction)

3. Local Zoning and Development Conditions
   ......(a) Evidence of proper zoning or letter from local authorities

4. Market Study
   ......(a) Certification of Market Study Acceptance (Attachment 8)
   ......(b) Market Study
   ......(c) Market Study Addendum (Health Care Initiative)

5. Development Financing
   ......(a) Permanent Financing Documentation
   ......(b) Lender’s acknowledgment of Proposed Budgets and Cash Flow Statement
   ......(c) Sydicator/Investor’s Acknowledgment of Proposed Budgets and Cash Flow Statements
   ......(d) Letter of Intent from Sydicator/Investor

Save And Next

Attach documents by clicking on the BROWSE button and then selecting the document.
VI. SUBMITTING AN APPLICATION

To submit an application:

1. Click on the “SUBMIT AN APPLICATION” tab.
2. From the SELECTION APPLICATION TO SUBMIT drop down menu, click on the application to be submitted.
3. Click on the “SUBMIT APPLICATION” button.

The SELECT APPLICATION TO SUBMIT drop down menu will include all of the unfinished applications listed on the Applications page.
4. Click on “OK” to submit the application.

Submit Application

If you submit an application then you won’t be able to edit it anymore.

Application

Select application to submit:
- ABC Apartments

Submit application

The system will not accept an incomplete application. An application will be considered incomplete if there are any required fields in the application (notated by a red asterisk) that have not been completed.

Missing Sections

The following sections are not completed:
- I. GENERAL INFORMATION
- II. OWNERSHIP INFORMATION
Once an application is submitted, it will appear under the FINISHED APPLICATIONS sections.

Clicking on VIEW will return user to the application; however, the user will be unable to make any changes.

Date and Time the application was submitted.
VII. APPLICATION OPTIONS

CLONING AN APPLICATION

1. Clicking on “CLONE” will allow the user to create a duplicate of the application.

2. In the FROM APPLICATION drop down menu, select the application to be cloned.

3. Enter a name for the new application.

4. Click on “CLONE”. The new application will appear under the UNFINISHED APPLICATIONS list.

Applications

Fill Out an Application

Unfinished Applications

<table>
<thead>
<tr>
<th>Name</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume</td>
<td>Print</td>
</tr>
<tr>
<td>Resume</td>
<td>Print</td>
</tr>
</tbody>
</table>
DOWNLOADING FILES

Applications

Fill Out an Application

Unfinished Applications

<table>
<thead>
<tr>
<th>Name</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Apartments</td>
<td>2016 HTC Application</td>
</tr>
</tbody>
</table>

The FILES TO DOWNLOAD page will allow MHC to download all attachments within the application. Users may also use this to save all attachments to one file.

Questions from the application that requires an attached document.

Download Files

- (b) Attach letter from local authority: 
  - \(C: \{\text{Users}\}/\text{Lisa}/\text{Documents}/\text{Samples}/\text{LOCAL GOVERNMENT NOTIFICATION FORM}.docx\)
- (c) Attach a copy of the Revitalization Plan (if applicable):
  - \(C: \{\text{Users}\}/\text{Lisa}/\text{Documents}/\text{Samples}/\text{REVITALIZATION PLAN}.docx\)
- Certification Documentation:
  - \(C: \{\text{Users}\}/\text{Lisa}/\text{Documents}/\text{Samples}/\text{HCCP CERTIFICATE}.docx\)

Click on DOWNLOAD ALL to select and download all files listed.

Select individual files to be downloaded then click on DOWNLOAD SELECTED.

Click on SAVE AS and enter a name for the file.