KANSAS HOUSING

# 2026 QAP Requirements Checklist: Full Applications

Please submit the following items in addition to the Excel application by uploading all documents to Procorem by noon (12:00 CDT), Friday, May 15th. Please submit all documents in PDF format and labeled by the item number, project name, section header, and subtitle (06-KansasApartments-ThresholdEligibility-SiteControl). If a section of the QAP is not included below, it is information collected via the Excel application. For additional guidance with the information requested, please refer to the 2026 Qualified Allocation Plan.

## Application/Award Process and Fees

- ☐ 01. Full Application: $10 per unit for each proposal *(QAP Section II(E))*.

## 9% LIHTC Limits and Set-Asides

Unique Opportunities

- ☐ 02. Supportive Housing: Documentation submission *(QAP Section III(F))*.
  - Proposal narrative for either segregated or integrated supportive housing.
  - Memorandum of Understanding for dedicated services with the cost of such services included in the operating budget.
  - Supportive Housing Plan, including a Tenant Selection Plan.

## Threshold Eligibility

All Applicants – Full

- ☐ 03. LIHTC Management Experience: a management agent for at least three KHRC properties or seven LIHTC properties in other states and considered in good standing with all affordable rental housing program administrators. Determined by KHRC Experience Summary Form at full application *(QAP Section V(A)(3))*.
- ☐ 04. Market Need: Study prepared by market analyst that shows adequate demand for the property and meets the Model Content Standards Version 3 and is no older than 18 months old. If older than 12 months but less than 18 months, a letter from the market analyst is required. Determined by documentation at full Application *(QAP Section V(A)(6))*.
- ☐ 05. Funding Sources: Documentation of commitment for all funding sources other than KHRC loans. The letters must comply with QAP Section VIII(A)(5). Determined by documentation at full application *(QAP Section V(A)(7))*.
- ☐ 06. Average Income Minimum Set-Aside: The market study must specifically reflect this choice. Determined by documentation at Full application, if applicable *(QAP Section V(A)(8))*.

- ☐ 07. Design Requirements: Properties must be designed & constructed in accordance with Federal and State requirements for accessibility by persons with disabilities, including QAP Appendix C. Determined by documentation at full application *(QAP Section V(A)(13))*.
    - Examples: Site plans.

Rehabilitation – Full

- ☐ 08. Relocation: Relocation and displacement plan, including projected budget and an explanation of efforts to mitigate the impact on residents. Determined by documentation at full application *(QAP Section V(B)(4))*.

New Construction – Full

- ☐ 09. Zoning: Documentation of all necessary legislative and quasi-judicial land use approvals, including rezoning, conditional or special use permits, and variance, are in place for the proposed property. If proposed site is not properly zoned, written confirmation from the municipal zoning authority that the proposed use is within the parameters of existing conforming zoning designations is required. Determined by documentation at full application *(QAP Section V(C)(2))*.
- ☐ 10. Utility Connections: Documentation that all necessary utilities are currently available, or connections are possible, and the proposed property has or will have access to a publicly maintained road. Determined by documentation at full application (*QAP Section V(C)(3))*.

## Selection Criteria

New Construction – Full

- ☐ 11. Quality Site: Documentation submission *(QAP Section VII(E))*.
    - PDF map(s) of the site location.
    - Preliminary site plan with buildings & access routes
- ☐ 12. Below Market Loans & Support: Documentation submission *(QAP Section VII(G))*.
    - Explanation of how loan(s)/support(s) will reduce KHRC resources requested, increase rent/income targeting, or both.
    - Proof of committed loans and/or support in the form of an official document from the loan or support provider that has an interest rate of no more than 1%, amortization of at least 20 years, and no commercially unreasonable fees.
        - Examples: HOME (jurisdictions other than KHRC), Community Development Block Grant, Federal Home Loan Bank Affordable Housing Program, other Federal, State, and/or local housing resources provided by a local jurisdiction, public housing authority resources, grants from nonprofit charitable or community development organizations registered in Kansas.
    - Documentation the real estate that will contain the proposed property is owned by a local government as of the preliminary application deadline.
    - Documentation a local government commits to waiving an amount of fees based on the chart provided.
    - Proof the property will be eligible for the historic rehabilitation tax credit.

- Proof of a passed resolution from the local government stating that at least a portion of the tangible personal property and services purchased in connection with the construction of the project will be entitled to exemption from the tax imposed by the Sales Tax Act.

☐ 13. Deeper Affordability or Homeownership: Documentation Submission *(QAP Section VII(K))*.
- Homeownership Conversion Plan acceptable to KHRC, as detailed in Appendix E.

## Underwriting Standards

All Applicants

☐ 14. Pro-Forma: Documentation submission *(QAP Section VIII(A)(1))*.
- Projects with no hard debt must include a narrative justifying the project's no hard debt.

☐ 15. Operating Expenses (if, applicable): Documentation submission *(QAP Section VIII(A)(2))*.
- To request a lower operating cost per unit, documentation of comparable properties is required.

☐ 16. Commitment Letters: Documentation submission *(QAP Section VIII(A)(6))*.
- Commitment Letters for permanent loans that indicate the amount, term and amortization (minimum of 15 years), fixed interest rate, fees charged, reserve requirements, anticipated lien position, and, if applicable, the election of the average income is acknowledged and affirmed.
- If the ownership entity will assume a loan, the application must include a letter from the lender stating the loan can be assumed and details of the terms and conditions.

☐ 17. DDA, QCT, and KHRC-defined basis boost: Documentation submission *(QAP Section VIII(A)(8))*.
- Request for a boost in accordance with KHRC's authority to increase the boost in basis as defined in IRC Section 42.

## Additional Requirements

All Applicants

☐ 18. Excel application (in Excel format)
☐ 19. Project Narrative
☐ 20. Principal's/Applicant's Financial Statement
☐ 21. Ownership Structure Visual
☐ 22. Letter of Engagement from Management Agency
☐ 23. Proof of Energy Standards
☐ 24. Utility Calculation Documentation
☐ 25. Signed Statement of Compliance
☐ 26. Signed 2026 QAP Checklist for Full Applications
☐ 27. Signed Application Certification

Rehabilitation Applicants:

- ☐ 28. Audits from the previous 3 years

HOME/NHTF Applicants:

- ☐ 29. Signed Statement of Assurances
- ☐ 30. Documentation of Match Funding
- ☐ 31. Notices to Sellers/Donors
- ☐ 32. Community Housing Plan
- ☐ 33. HOME Narratives
- ☐ 34. CHDO Certification (if applicable)
- ☐ 35. FEMA Flood Map with site identified
- ☐ 36. Map locating any above ground storage tanks (AST) within one mile of site
- ☐ 37. Map identifying major streets, highways, or railways within 3000 feet
- ☐ 38. Map showing location of all airports or airfields within five miles
- ☐ 39. Identification of any nearby sites on the National Historic Register
- ☐ 40. For rehab or conversion of buildings over 50 years old, documentation of communication with the SHPO regarding potential eligibility for listing.

Nonprofit Applicants *(QAP Section III(E))*:

- ☐ 41. Articles of Incorporation
- ☐ 42. IRS documentation of nonprofit status
- ☐ 43. List of Board of Directors & Officers
- ☐ 44. Description of previous housing participation
- ☐ 45. Proof of ownership interest in the project
  46. Evidence of regular, continuous, and substantial participation in the development, operation, and management of the project throughout the entire compliance period, pursuant to IRC Section 469(h).

By signing below, I agree that I have read through the following checklist and have submitted all the documents I would like to be scored on.

_____ _____

Signature Date

_____

Title

| Optional Self Scoring Sheet for 9% Application | | |
|---|---|---|
| FULL APPLICATION SUBMISSION | | |
| | Applicant Self-Score | Justification of Self Score |
| **VII(E) Quality Site - KHRC will award 5 points each to up to two proposal in the metropolitan area and two proposals in the rural area that KHRC staff rate as the most desirable sites. See this subsection of the QAP for further details** | | |
| **VII(G) Below Market Loans and Support (Max 30pts)** | | |
| *VII(G)(1) Loans - Applicants must provide documentation of the committed loan(s) and/or support(s) of eligible sources listed in this subsection of the QAP and an explanation of how these loan(s) and/or support(s) will reduce KHRC resources requested, increase rent/income targeting, or both. (max 10pts, see matrix in this subsection of the QAP for details on scoring)* | | |
| *VII(G)(2) Other Support - KHRC will award up to 20 points, 10 points for each category to applications meeting any of the criteria listed in this subsection of the QAP. (max 20pts)* | | |
| **VII(J) Senior Housing with Services or Family Housing (Max 10pts)** | | |
| *VII(J)(2) Senior Housing With Services - Senior developments that commit to at least three of the amenities listed in this subsection of the QAP will received 5 points. The commitment should be reflected on the "Building Type" tab of the excel application. (5pts)* | | |
| *VII(J)(3) Three or More Bedrooms - The applicant proposes a family property with at least 25% of units containing three or more bedrooms will receive 10 points. The commitment should be reflected on the "Unit Summary" tab of the excel application. (10pts)* | | |
| **VII(K) Deeper Affordability or Homeownership (Max 20pts)** | | |
| *VII(K)(1) Income Targeting - Metropolitan projects that commit at least 15% of additional units to be set- aside for households at 30% AMI will receive 5 points. The commitment should be reflected on the "Unit Summary" tab of the excel application. (5pts)* | | |

| | | |
|---|---|---|
| An application may earn 15 points in one of the three subsections below. | | |
| *VII(K)(2) Fair Market Rents - Developments that offers gross rent for all units up to and including the 60% limits at a rate that is below the fair market rent for the area, as published by HUD, in which the property is located will receive 15 points. The commitment should be chosen on the "Unit Summary" tab of the excel application. (15pts)* | | |
| *VII(K)(3)Project Based Rental Assistance - Development offers project based rental assistance to 60% or more of the LIHTC units. A commitment from the local Public Housing Authority is required at full application. (15pts)* | | |
| *VII(K)(4) Conversion to Homeownership - The application proposes single family units (no common walls); qualifies for the nonprofit set-aside; and includes a detailed, comprehensive plan for converting the units to ownership by the tenants after 15 years. (15pts)* | | |