KANSAS HOUSING

2026 QAP Requirements Checklist: Preliminary Applications

Please submit the following items in addition to the specified Preliminary tabs of the Excel application by uploading all documents to Procorem by noon (12:00pm CST), Friday, January 16th. Please send 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 on information requested, please refer to the 2026 QAP.

Application/Award Process and Fees

- ☐ 01. Pre-Application Fee: $250 for each preliminary application (*QAP Section II(E)).*

9% LIHTC Limits and Set-Aside

Nonprofit Set-Aside - Preliminary

- ☐ 02. Resolution from the Board of Directors confirming that the nonprofit meets the requirements and supports the application submission *(QAP Section III(E)).*
- ☐ 03. Proof low-income housing is an exempt purpose of the nonprofit organization.
    - Examples: Articles of Incorporation or organization bylaws *(QAP Section III(E)).*

Unique Opportunities Set-Aside – Preliminary

- ☐ 04. Narrative proposal displaying why the development should be evaluated under the Unique Opportunity set-aside *(QAP Section III(F)).*
    - Examples may include regional distribution, scale of community impact, extraordinary market conditions, unique funding and leveraging opportunities, disaster recovery response, competitive rankings of applications and/or supportive housing.

Threshold Eligibility

All Applicants – Preliminary

- ☐ 05. Applicant, Developer, Consultant Experience: Applicant, Developer, or Consultant listed as a developer on application & managing member or general partner in the ownership entity for at least one LIHTC property in Kansas or three LIHTC properties in other states. Properties have been placed-in-service between January 1, 2016 and December 31, 2025 and are not in noncompliance with the any affordable rental housing program requirements. Determined by KHRC Experience Summary Form at preliminary application *(QAP Section V(A)(1)).*
- ☐ 06. Site Control: Documentation of either current ownership or the legal ability to purchase the real estate proposed property that is in the name of the Applicant, Principal, or an affiliated entity and valid through at least one month after the

anticipated award date. Determined by documentation at preliminary application *(QAP Section V(A)(5))*.
    - Examples include deed, purchase option, or ground lease.
    - Please make sure documents include the legal description.

Rehabilitation – Preliminary

- ☐ 07. Scope of Work: Detailed scope of work describing the proposed activities in either a narrative form or as a list broken down by an indexing system that organizes construction data. Must be consistent with and addresses the needs identified in the Physical Needs Assessment in QAP Section V (B)(2). No unit should be left unaddressed. Determined by documentation at preliminary application *(QAP Section V(B))*.
- ☐ 08. Physical Needs Assessment: Detailed Physical Needs Assessment (PNA) which complies with Appendix C and is current and within one year of the preliminary application due date. Determined by documentation at preliminary application *(QAP Section V(B)(2))*.

Selection Criteria

New Construction – Preliminary

- ☐ 09. Past Performance: KHRC Experience Summary Form *(QAP Section VII(A)(1))*.
- ☐ 10. Successful Below Market Loans and Support: Documentation submission *(QAP Section VII(A)(2))*.
    1. Proof of the loans and/or support in the form of an official document from the loan or support provider.
        - 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 a local government waived what would have been impact, utility, or other fees totaling at least $40,000 for metropolitan counties or $20,000 for rural counties.
    - Documentation of a real estate tax abatement, exemption, or 95% rebate for a period of at least 10 years.
    - Documentation of awarded Inflation Reduction Act rebates.
- ☐ 11. Subsequent Phase: Documentation submission *(QAP Section VII(C))*.
    - Physical vacancy percentage of the earlier phase for the 6 months prior to preliminary application.
    - Waitlists of the earlier phase showing need for at least 50% of proposed phase's units.
- ☐ 12. Residential Character: Documentation submission *(QAP Section VII(D))*.
    - PDF map(s) of the site location.

- ☐ 13. Primary Proximity to Amenities: Documentation submission *(QAP Section VII(F)).*
  - PDF of the Google Map driving distances to Grocery, Shopping, and Pharmacy.
  - KHRC Proximity to Amenities Coversheet form.
- ☐ 14. Secondary Proximity to Amenities: Documentation submission *(QAP Section VII(F)).*
  - PDF of the Google Map driving distances to any qualifying Secondary establishments.
  - KHRC Proximity to Amenities Coversheet form.
- ☐ 15. Community Revitalization Plans (CRP): Documentation submission. *(QAP Section VII(H)).*
  - Documentation of 1): a local government formally adopted plan to revitalize a defined geographic area containing the proposed site, 2) the proposed property contributes to one or more of the CRP stated goal(s), and 3) the local government has made or is committed to making specific investments in non-housing infrastructure, amenities, or services beyond developing the proposed property.
- ☐ 16. Request for Proposals: Documentation submission. *(QAP Section VII(H)).*
  - Documentation a local government selected one of the Principals using a request for proposals/qualifications process.

Additional Requirements

All Applicants

- ☐ 17. Excel application (Preliminary tabs, only, in Excel format)
- ☐ 18. Signed 2026 QAP Requirements Preliminary Application Checklist
- ☐ 19. Preliminary Site Plans
- ☐ 20.. Memorandum of Understanding or Developer Agreement, if developer is not an owner

Rehabilitation

- ☐ 21. Scope of Work Rehabilitation Project Checklist

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		
PRELIMINARY APPLICATION SUBMISSION		
	Applicant Self-Score	Justification of Self Score
VII(A) Previous Experience (Max 10pts)		
VII(A)(1) Past Performance - Provide applicant's experience summary on KHRC form. (Max 5pts)		
In-State (5pts)		
Out-of-State (3pts)		
VII(A)(2) Successful Below Market Loans & Support - Applicants must submit proof of the loans and/or support in the form of an official document from the loan or support provider, fee waiver document from local government, document evidencing real estate tax abatement or evidencing IRA rebates. (5pts)		
Below Market Loans and Support		
Fee Waiver		
Real Estate Tax Exemption		
Inflation Reduction Act Rebates		
VII(A)(3) Penalties - Determined at both preliminary application and full application. (Max 30pt Deduction)		
VII(A)(3) Housing Development penalty (max 10pt deduction)		
VII(A)(3) Housing Compliance penalty (up to 20pt deduction)		
VII(B)(1)/VII(B)(2) or VII(c) Underserved Areas or Subsequent Phase (Max 10 pts)		
VII(B)(1) Metropolitan - Refer to ZIP codes table in this subsection of the QAP. (10pts)		
VII(B)(2) Rural - Refer to ZIP codes table in this subsection of the QAP. (10pts)		
VII(C) Subsequent Phase - Refer to criteria in this subsection of the QAP and provide evidence the project meets all requirements. (10pts)		
VII(D) Residential Character - Refer to criteria in the QAP. (5pts)		

VII(F) Proximity to Amenities (Max 20pts)		
VII(F)(1) Primary - Applicants must submit a PDF of the Google Maps driving distances to each grocery, shopping, and pharmacy amenity. (max 10pts, determined by KHRC process described in this subsection of the QAP)		
VII(F)(2) Secondary - Applicants must submit a PDF of the Google Maps driving distances to each Secondary establishment. The amenity must be a separate, distinct establishment from the primary amenities based on miles listed in this subsection of the QAP. (max 10pts)		
VII(H) Community Revitalization Plans & VII(I) Opportunity Sites (Max 15pts)		
VII(H)(1) CRP Criteria - Provide evidence the application meets the criteria in this subsection of the QAP (5pts)		
VII(H)(2) Qualified Census Tracts or Request for Proposals - KHRC will award 10 points if either the defined geographic area includes any portion of a Qualified Census Tract (as of 2024 or 2025); or local government selected one of the Principals using a request for proposals/ qualifications process. (10pts)		
VII(I) Opportunity Sites - Application may not earn points in both this subsection and CRP. In the event an application is eligible under both subsections, KHRC will award whichever is higher. KHRC will award points based on site census tract. Points are defined in Appendix D. See this subsection of the QAP for ranking criteria. This subsection will be scored at both preliminary and full application submission. (max 15pts)		