



## 4 percent noncompetitive preliminary application checklist

<input checked="" type="checkbox"/>		document	hard copy	electronic
<input type="checkbox"/>	1	Electronic application with all worksheets highlighted in "red" completed		Excel
<input type="checkbox"/>	2	Application fee	X	Or wired
<input type="checkbox"/>	3	For new construction – unaffiliated third-party cost estimates must be provided by an experienced cost estimator, architect or general contractor and entered on CHFA's Construction Specifications Institute (CSI) template in Excel format		Excel
<input type="checkbox"/>	4	Summary and Detail of the cost estimate must be provided in Excel format. The Cost Estimate must match the Development Budget worksheet in the LIHTC application. All square footage and costs must be reconciled between the CSI spreadsheet, the LIHTC Excel application and all back-up documentation.		Excel/PDF
<input type="checkbox"/>	5	Letter of interest from lender for construction and permanent financing and commercial space if applicable		PDF
<input type="checkbox"/>	6	Letter of interest from syndicator/equity investor		PDF
<input type="checkbox"/>	7	Evidence of contact with soft funding sources		PDF
<input type="checkbox"/>	8	Utility allowances worksheet with amounts circled (unless using an alternative method to determine utility allowances per 1.42-10. Any alternative methods must be approved by CHFA prior to the application deadline. For more information, go to: <a href="http://www.chfainfo.com/documents/utility_allowance.pdf">http://www.chfainfo.com/documents/utility_allowance.pdf</a>		PDF
<input type="checkbox"/>	9	Evidence of property tax exemption, if applicable		PDF
<input type="checkbox"/>	10	Supporting documents for scoring – Housing Authority letter, CHAS, Community Revitalization Plan, Service Provider Resumes, MOUs, etc		PDF
<input type="checkbox"/>	11	Development Team resumes and supporting documentation		PDF
<input type="checkbox"/>	12	Narrative; use Narrative Template provided on CHFA's website		Word
<input type="checkbox"/>	13	Location maps		PDF
<input type="checkbox"/>	14	Schematic drawings, elevation, site plan, and floor plan (plans and specs if available)		PDF
<input type="checkbox"/>	15	Phase I environmental report which covers all parcels included in the proposed site. If the Phase I identifies any Recognizable Environmental Conditions (RECs) additional reports addressing the RECs should be submitted with the application, including a Phase II Environmental report (if applicable). Phase I or Phase II reports shall be no older than 12 months from the date of the application for tax credits. If the Phase I reports no RECs, older reports (2 year maximum) may be allowed on a case-by case basis. Copies of updated reports, required by lender, (if awarded a reservation of credit) shall be furnished to CHFA.		PDF

<input type="checkbox"/>	16	Zoning status documentation must be from zoning/planning and include parking requirements. Applicants must provide detail supporting documentation on the following: <ul style="list-style-type: none"> <li>Type of zoning in place,</li> <li>Can permit be pulled based on current status? <ul style="list-style-type: none"> <li>If no, what decisions need to be secured by the Applicant?</li> </ul> </li> <li>Will this be an administrative or public process?</li> <li>What is the timeline for approval?</li> <li>If zoning is in place, provide timing of plan approval.</li> </ul>		PDF
<input type="checkbox"/>	17	Site control documentation – fully executed agreement (option agreement, purchase or sale agreement, or other similar instruments). All extensions must be included at the time of application.		PDF
<input type="checkbox"/>	18	Market study	X	PDF
<input type="checkbox"/>	19	Charts: Unit/Project Amenities and Walk-Score		Word
<input type="checkbox"/>	20	Certification of the architect, who has designed the project, that the project has been designed to comply with the requirements of all applicable local, state or federal fair housing and other disability-related laws, however denominated. The certification must clearly state that the project will comply with the following laws: local building codes, Colorado Fair Housing Act, as amended, Colorado Standards for Accessible Housing (C.R.S. Section 9-5), Federal Fair Housing Act, as amended, the Americans with Disabilities Act. The architect certification must also state that the project has been designed to meet or exceed the energy efficiency requirements in Section 8 of the QAP. The owner is required to certify to the above in the case of an acquisition/rehabilitation project that does not employ an architect.		PDF
<input type="checkbox"/>	21	Green Communities Self Certification Form (signed)		PDF
<input type="checkbox"/>	22	Green Communities Self Certification Workbook with “Preliminary” column completed.		Excel
<input type="checkbox"/>	23	Green standard; provide final proof of LEED or NGBS Certification or proof of filing for Final Certification upon project completion		PDF
<input type="checkbox"/>	24	Bond Reimbursement Resolution, if not CHFA-issued		PDF
<b>For acquisition/rehabilitation projects, provide the following:</b>				
<input type="checkbox"/>	25	An attorney’s opinion that the ten-year rule requirements are met. If the existing project is currently federally assisted, the applicant must provide evidence of the existing federal assistance to be exempt from the ten-year rule requirement. An attorney’s opinion is not required if the applicant provides evidence of the exemption from the ten-year rule (e.g., Section 8 Housing Assistance Payment or HAP contract or RHS Rental Assistance Contract).		PDF
<input type="checkbox"/>	26	A Property Condition Assessment no older than twelve months from application submittal (see Appendix B for Property Condition Assessment requirements); scope of work must be identified		PDF
<input type="checkbox"/>	27	Unaffiliated third-party cost estimates must be provided by an experienced cost estimator, architect or general contractor and entered on CHFA’s Construction Specifications Institute (CSI) template in Excel format. Scope of work must be identified. All square footage and costs must be reconciled between the CSI spreadsheet, the LIHTC Excel application and all back-up documentation		Excel
<input type="checkbox"/>	28	An appraisal no older than six months of the property in “as is” condition based on the assumption it is operated at market rents with the land value reflected separately. The values must be in the same appraisal report.	X	PDF

<input type="checkbox"/>	29	For acquisition/rehab of unrestricted properties or acquisition/rehab of existing affordable properties, a relocation plan for addressing the potential displacement of current residents. Such a plan must include a budget for providing moving and utility hook-up costs for all residents that wish to move or that are required to move. An owner certification must be provided that all residents have been informed of the availability of such funds.		PDF
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The following documents are not required with the preliminary application; however, they are required prior to the issuance of the Initial Determination Letter

<input type="checkbox"/>	32	Executed Agreement for Section 42(m)(2)(D) Determination (not required for CHFA issued bonds)		PDF
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These documents are required when the bonds are issued:

<input type="checkbox"/>	33	Executed Issuer Certificate (CHFA will prepare when CHFA is the issuer)		PDF
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<input type="checkbox"/>	34	Election of APR - Original	X	PDF
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<input type="checkbox"/>	35	Designation of Gross Rent Floor		PDF
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<input type="checkbox"/>	36	Partnership agreement: The partnership agreement must be fully executed and must identify the equity commitment, the equity factor and pay-in schedule, and a Deferred Developer Fee date certain repayment date. In addition, the agreement must list the terms of all funding sources, loans, equity pay-in, equity contributions, and the requirements of Section 4.A, "Minimum Operating Reserve Requirements." The agreement must state the amount of the operating reserve and the amount must equal or exceed the operating reserve approved by CHFA. The partnership name and tax ID must also match the Certificate as to Ownership and Basis, Attorney Opinion, and CPA Opinion.		PDF
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For State Credit projects, provide the following:

<input type="checkbox"/>	37	Copy of recorded public hearing – written transcript, published meeting notification; must list the date, time, and location of the hearing, list of attendees and comments, and person providing the comments		PDF
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<input type="checkbox"/>	38	Letter of Interest or Wwritten commitment from local government of monetary, in- kind or other support benefiting the project If the local support is in the form of property tax exemption by inclusion of the local housing authority in the project ownership, the written commitment must include the resolution resulting from the public vote or board of directors of the housing authority and confirmation must be provided that the county recognizes the role of the housing authority as special limited partner in the partnership sufficient to grant the real estate tax exemption.		PDF
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