



9 percent competitive preliminary application checklist

<input checked="" type="checkbox"/>	#	document	hard copy	electronic
<input type="checkbox"/>	1	Current electronic application, with all worksheet tabs highlighted in "green" completed, including an executed Applicant Certification. The Applicant Certification document is located on CHFA's website under LIHTC Application Documents.		Excel (for application) and PDF (for Applicant Cert)
<input type="checkbox"/>	2	Application fee	X	Or wired
<input type="checkbox"/>	3	<p>Cost Estimates:</p> <ol style="list-style-type: none"> 1. Unaffiliated third-party cost estimates must be completed on CHFA's Construction Specifications Institute (CSI) template (available on the CHFA website under LIHTC Application Documents). Estimator must also provide their back-up documentation in PDF format. 2. Applicants will enter costs in the LIHTC application, under the Cost Summary tab. 3. Applicants must ensure that the detail indicating line item cost and breakdown, and quantity of materials is provided. The Cost Estimate must match the Development Budget and all square footage and costs must be reconciled between the spreadsheets. 		Excel and PDF
<input type="checkbox"/>	4	Letter of interest from lender for construction and permanent financing for residential and commercial space if applicable		PDF
<input type="checkbox"/>	5	Letter of interest from syndicator/equity investor		PDF
<input type="checkbox"/>	6	Evidence of contact with soft funding sources		PDF
<input type="checkbox"/>	7	Utility Allowances Worksheet with amounts circled from applicable Public Housing Authority Utility Allowance sheet (not from HUD's Office of Public and Indian Housing). For 100-percent USDA Rural Development projects, use the applicable utility allowances from Rural Development.		PDF
<input type="checkbox"/>	8	Evidence of property tax exemption, if applicable		PDF
<input type="checkbox"/>	9	Supporting documents for Scoring, Housing Authority letter, CHAS, Community Revitalization Plan, Service Provider Résumés, MOUs, etc.		PDF
<input type="checkbox"/>	10	Development Team résumés and supporting documentation		PDF
<input type="checkbox"/>	11	Narrative: Must use template provided on CHFA's website		Word
<input type="checkbox"/>	12	Location maps (neighborhood and regional)		PDF
<input type="checkbox"/>	13	Schematic drawings, elevation, site plan, and floor plan (plans and specifications if available)		PDF
<input type="checkbox"/>	14	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 (two-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"/>	15	<p>Zoning status documentation must be from zoning/planning and include parking requirements. Applicants must provide detail supporting documentation on the following:</p> <ul style="list-style-type: none"> • Type of zoning in place • Parking requirements • Can the permit be pulled based on current status? <ul style="list-style-type: none"> • If no, what decisions need to be secured by the Applicant? • Will this be an administrative or public process? • What is the timeline for approval? • If zoning is in place, provide timing of plan approval. 		PDF



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<input type="checkbox"/>	16	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"/>	17	Market study (A Market study is not required for acquisition/rehab projects that are 100-percent subsidized, or 100 percent of the units are LIHTC or rent-restricted at the time of the application and will remain so for the entire new extended-use period).	X	PDF
<input type="checkbox"/>	18	Walk Score Chart		Word
<input type="checkbox"/>	19	Green Communities Certification Workbook with “preliminary” column completed (waiver/workaround documentation must also be submitted, please follow workbook instructions)		Excel
<input type="checkbox"/>	20	Green Communities Self-certification Form (signed)		PDF
<input type="checkbox"/>	21	Green standard, LEED, or NGBS self-certification form (signed)		PDF

acquisition/rehab projects - additional documents

<input type="checkbox"/>	22	For acquisition credit, applicants must obtain an attorney’s opinion that the 10-year rule requirements are met. If the existing project is considered a “federally assisted building,” which is substantially assisted, financed, or operated under section 8 of the United States Housing Act of 1937; section 221(d)(3), 221(d)(4), or 236 of the National Housing Act; section 515 of the Housing Act of 1949; or any other housing program administered by the Department of Housing and Urban Development or by the Rural Housing Service of the Department of Agriculture, the applicant must provide evidence of the existing federal assistance to be exempt from the ten-year rule requirement in lieu of an attorney opinion.		PDF
<input type="checkbox"/>	23	A Property Condition Assessment Report, no older than 12 months from application submittal (see Appendix B for requirements); scope of work must be clearly identified.		PDF
<input type="checkbox"/>	24	Unaffiliated third-party cost estimates (please see item #3 on this checklist)		Excel
<input type="checkbox"/>	25	An appraisal must be provided that is no older than six months from the date of application. Existing apartment properties should be valued in an “as-is” condition based on the existing subsidized rents (Section 8 HAP, Rural Development, etc.) or the existing LIHTC rent restrictions if the property is not subsidized. Adaptive reuse properties, where an existing building is being converted into new apartments, should be valued in an “as-is” condition prior to the conversion. In both instances, the land value contribution must be determined and reported separately in the same appraisal report. The applicant must ensure that the appraiser preparing the appraisal contact kdillinger@chfainfo.com or 303.297.7361 prior to preparing the appraisal for the project.	X	PDF

State Credit projects only

<input type="checkbox"/>	26	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
<input type="checkbox"/>	27	Letter of interest or written 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