



**CHFA / DECD  
Consolidated Application**

**Version <2.0>**

**Revision History**

| <b>Date</b>      | <b>Version</b> | <b>Description</b>   |
|------------------|----------------|----------------------|
| March 31, 2009   | <1.0>          | Released Version 1.0 |
| January 14, 2010 | <2.0>          | Released Version 2.0 |
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## 1. Overview

The CHFA / DECD Consolidated Application was created through a cooperative effort between the Connecticut Housing Finance Authority (CHFA) and the Connecticut Department of Economic and Community Development (DECD). The intent is to create an efficient unified application that eliminates duplication and enables developers to apply for multiple programs administered by CHFA and DECD.

Multifamily developers interested in applying for DECD funding, CHFA mortgage loans, “Next Steps” supportive housing financing, federal LIHTC and/or state HTCC allocations should use this application.

Follow the links below for more information regarding the Consolidated Application:

- [How to complete the Application](#)
- [How to Submit the Application](#)
- [Frequently Asked Questions](#)
- [Who to contact with Questions](#)

## 2. How to Complete the Consolidated Application

The CHFA / DECD Consolidated Application consists of four Workbooks that solicit different categories of information from applicants of housing financing programs administered by CHFA and/or DECD. The application has been designed to accommodate general information requirements as well as specific information requirements of individual programs. A brief description of each Workbook is listed below. Note that Workbook 1 and Workbook 2 need to be completed for all applicants, while Workbook 3 is for 9% LIHTC applicants only and Workbook 4 is for HTCC applicants only. The Appendix Matrix lists supplementary documents, reference materials and website links that applicants may need or find useful during the application process. In addition, an [exhibit checklist](#) in each workbook guides the applicant through the required submissions pertaining to each CHFA and/or DECD financing program.

The first tab of each workbook includes detailed instructions on how to navigate and complete that particular workbook. More specific instructions have been imbedded into individual cells as pop-up comments.

**Please note:** The Consolidated Application contains numerous Excel macros. To allow the macros to work properly, the security setting on your Microsoft Excel program must be turned to LOW. Instructions for changing security settings are located in the instruction tab of each workbook.

### 2.1 [Workbook 01 - General Info & Rental Developments](#)

Workbook 1 of the Consolidated Application is used by all applicants and solicits general information for all developments and financial information for rental developments applying under a variety of housing financing programs administered by CHFA and DECD.

### 2.2 [Workbook 02 - Homeownership, Community Impact, Certifications](#)

Workbook 2 of the Consolidated Application is used by all applicants and solicits financial information for homeownership developments and community impact information and certifications for all developments applying under a variety of housing financing programs administered by CHFA and the DECD.

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### **2.3 [Workbook 03 - LIHTC Points Calculation](#)**

Workbook 3 of the Consolidated Application is used by 9% Low Income Housing Tax Credit (LIHTC) applicants only and assists in the calculation and documentation of LIHTC Points.

### **2.4 [Workbook 04 – HTCC Supplemental Information and Points Calculation](#)**

Workbook 4 of the Consolidated Application is used by Housing Tax Credit Contribution (HTCC) applicants only and distinguishes requirements for Housing Development, Revolving Loan Fund and Workforce Housing Loan Fund applications. In addition, Workbook 4 assists in the calculation and documentation of HTCC Points

### **2.5 [Appendix Matrix](#)**

This table provides links to reference documents associated with the Consolidated Application for applicants of funding programs administered by CHFA. To access reference documents associated with DECD funding, click on the following link [DECD reference documents](#).

## **3. How to Submit the Consolidated Application**

When an application has been completed, it must be submitted as a hard copy by mail or by hand to CHFA and/or DECD. Please note that the Consolidated Application is not compatible with electronic-only submission because it requires original signatures and copies of documents. Electronic Submission may be required in addition to hard copy binders.

**For application submissions to CHFA** for financing, one original of the Consolidated Application is required to be submitted. For Tax Credit programs, one original is required to be submitted. If applying for both mortgage financing and tax credits, only one copy of plans and specifications, surveys, construction manuals, and Environmental Site Assessments is required.

Applicants seeking financing and/or tax credits from CHFA should send their completed applications to:

Nancy O'Brien  
 Administrator, Multifamily Housing Development  
 CT Housing Finance Authority  
 999 West Street  
 Rocky Hill, CT 06067

**For application submissions to DECD**, one original and one copy of the Consolidated Application is required to be submitted, including one copy of plans and specifications, surveys, construction manuals, and Environmental Site Assessments.

Applicants seeking financing from DECD should send their applications to:

The Office of Housing Development & Finance  
 CT Department of Economic & Community Development  
 505 Hudson Street  
 Hartford, CT 06106

Applicants seeking financing from both agencies should submit their applications to both agencies at the same time.

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## 4. Frequently Asked Questions about the Consolidated Application

From time to time, CHFA compiles and posts answers to questions it receives regarding the Consolidated Application. Follow the link below to learn the answers to questions that many developers have regarding the Consolidated Application.

### 4.1 [1-14-2010 Frequently Asked Questions](#)

## 5. Who to Contact with Questions regarding the Consolidated Application

If you have questions or concerns regarding the CHFA / DECD Consolidated Application process, please contact CHFA's Multifamily Underwriting Department at:

Email: [ctconsolidatedapplication@chfa.org](mailto:ctconsolidatedapplication@chfa.org)