



9 percent 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 at https://www.chfainfo.com/arh/lihtc/Pages/Application_Preliminary-Documents.aspx .		Excel (for application) and PDF (for Applicant Cert)
<input type="checkbox"/>	2	Application fee (all fees are non-refundable)	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	CHFA accepts the Utility Allowance Schedule, with the appropriate amounts circled, from the local public housing authority (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. For HUD project-based Section 8 properties, use the project-specific utility allowances approved by HUD. Requests to use alternative utility allowance sources can only be submitted to CHFA's Multifamily Program Compliance department between 30 and 60 days before the property begins leasing. For detailed requirements, see CHFA's Multifamily Utility Allowance Policy at www.chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx .		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	Applicant Track Record Certification, available at: https://www.chfainfo.com/arh/lihtc/Pages/application.aspx		PDF
<input type="checkbox"/>	12	Narrative: Must use template, available at https://www.chfainfo.com/arh/lihtc/Pages/Application_Preliminary-Documents.aspx .		Word
<input type="checkbox"/>	13	Location maps (neighborhood and regional)		PDF
<input type="checkbox"/>	14	Schematic drawings, elevation, site plan, and floor plan (plans and specifications if available)		PDF



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<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 (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"/>	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"> • 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
<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. Instructions available at: https://www.chfainfo.com/arh/lihtc/lihtc_application_documents/SiteControllInstructions.pdf		PDF
<input type="checkbox"/>	18	Market Study		PDF
<input type="checkbox"/>	19	Walk Score Chart		Word
<input type="checkbox"/>	20	Preliminary Application Property Management Questionnaire, available at: https://www.chfainfo.com/arh/lihtc/Pages/application.aspx		PDF
<input type="checkbox"/>	21	Green Communities Certification Workbook with “preliminary” column completed (waiver/workaround documentation must also be submitted; please follow workbook instructions)		Excel
<input type="checkbox"/>	22	Green Communities Self-certification Form (signed)		PDF
<input type="checkbox"/>	23	Green standard, LEED, or NGBS self-certification form (signed)		PDF
acquisition/rehab projects - additional documents				
<input type="checkbox"/>	24	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 10-year rule requirement in lieu of an attorney opinion.		PDF
<input type="checkbox"/>	25	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"/>	26	Unaffiliated third-party cost estimates (please see item #3 on this checklist)		Excel
<input type="checkbox"/>	27	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 CHFA’s Staff Appraiser at https://www.chfainfo.com/taxcredit-contacts prior to preparing the appraisal for the project.	X	PDF