



9 percent competitive 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 LIHTC Cost Summary template. This summary follows the Construction Specifications Institute (CSI) standard format (include both summary and supporting estimate detail). The Cost Estimate must match the Development Budget worksheet in the LIHTC application. All square footage and costs errors must be reconciled in the LIHTC Excel application and CHFA Cost Summary, including all back-up documentation.		Excel
<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 (unless using an alternative method to determine utility allowances per 1.420-01. Any alternative methods must be approved by CHFA prior to the application deadline. For more information, go to www.chfainfo.com/arh/asset/Documents/Utility_Allowance_Policy.pdf		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 Resumes, MOUs, etc.		PDF
<input type="checkbox"/>	10	Development Team resumes 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 w(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 (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"/>	15	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"/>	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	X	PDF
<input type="checkbox"/>	18	Charts: Unit/Project Amenities and Walk Score		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 ten-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.		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 must be provided by an experienced cost estimator, architect, or general contractor and entered on CHFA’s LIHTC Cost Summary, Construction Specifications Institute (CSI) template in Excel format. Scope of work must be identified. All square footage and costs must be reconciled between the Cost Summary spreadsheet, the LIHTC Excel application, including all back-up documentation.		Excel
<input type="checkbox"/>	25	An appraisal no older than six months, of the property in “as is” condition based on the assumption it is operated at market rents. The land value contribution must be reflected separately, the values must be in the same appraisal report.	X	PDF
<input type="checkbox"/>	26	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

State Credit projects only

<input type="checkbox"/>	27	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"/>	28	Letter of interest or commitment of contribution to the project from local government		PDF