



# appendix i

## 4 percent preliminary application checklist (with or without State Credit)

<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 (all fees are non-refundable)	X	Or wired
<input type="checkbox"/>	3 Cost Estimates: <ol style="list-style-type: none"> <li>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.</li> <li>2. Applicants will enter costs in the LIHTC application, under the Cost Summary tab.</li> <li>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.</li> </ol>		Excel and PDF
<input type="checkbox"/>	4 Letter of interest from lender for construction and permanent financing 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 <a href="http://www.chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx">www.chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx</a> .		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 résumé, MOUs, etc.		PDF
<input type="checkbox"/>	10 Development Team résumés and supporting documentation		PDF
<input type="checkbox"/>	11 Applicant Track Record Certification, available at: <a href="https://www.chfainfo.com/arh/lihtc/Pages/application.aspx">https://www.chfainfo.com/arh/lihtc/Pages/application.aspx</a>		PDF
<input type="checkbox"/>	12 Narrative; use Narrative Template provided on CHFA's website at <a href="https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx">https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx</a> .		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



# appendix i

## 4 percent preliminary application checklist (with or without State Credit)

<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"> <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. Instructions available at <a href="https://www.chfainfo.com/arh/lihtc/lihtc_application_documents/SiteControlInstructions.pdf">https://www.chfainfo.com/arh/lihtc/lihtc_application_documents/SiteControlInstructions.pdf</a>	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: <a href="https://www.chfainfo.com/arh/lihtc/Pages/application.aspx">https://www.chfainfo.com/arh/lihtc/Pages/application.aspx</a>	PDF
<input type="checkbox"/>	21	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"/>	22	Green Communities Self-certification Workbook with "Preliminary" column completed (waiver/workaround documentation must also be submitted; please follow workbook instructions)	Excel
<input type="checkbox"/>	23	Green Communities Self-certification Form (signed)	PDF
<input type="checkbox"/>	24	Green standard; Leed, or NGBS self-certification form (signed)	PDF
<input type="checkbox"/>	25	Bond Reimbursement Resolution, if not CHFA-issued	PDF



# appendix i

## 4 percent preliminary application checklist (with or without State Credit)

For acquisition/rehabilitation projects, provide the following:			
<input type="checkbox"/>	26	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. Use CHFA’s Opinion template, available at: <a href="https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx">https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx</a> .	PDF
<input type="checkbox"/>	27	A Property Condition Assessment no older than 12 months from application submittal (see <a href="#">Appendix B</a> for Property Condition Assessment requirements); scope of work must be identified	PDF
<input type="checkbox"/>	28	Unaffiliated third-party cost estimates; please refer to item #3 on this checklist.	Excel
<input type="checkbox"/>	29	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 Staff Appraiser at <a href="https://www.chfainfo.com/taxcredit-contacts">https://www.chfainfo.com/taxcredit-contacts</a> prior to preparing the appraisal for the project.	X PDF
<input type="checkbox"/>	30	For acquisition/rehab of unrestricted properties or acquisition/rehab of existing affordable properties, a relocation plan for addressing the potential displacement of current residents must be provided. 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
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"/>	31	Executed Agreement for Section 42(m)(2)(D) Determination (not required for CHFA-issued bonds) Agreement available at <a href="https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx">https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx</a>	PDF
These documents are required when the bonds are issued:			
<input type="checkbox"/>	32	Executed Issuer Certificate (CHFA will prepare when CHFA is the issuer)	PDF
<input type="checkbox"/>	33	Election of APR - Original	X PDF
<input type="checkbox"/>	34	Designation of Gross Rent Floor	PDF
<input type="checkbox"/>	35	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. Use CHFA’s Opinion template at <a href="https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx">https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx</a>	PDF



# appendix i

## 4 percent preliminary application checklist (with or without State Credit)

For State Credit projects, provide the following:

<input type="checkbox"/>	36	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"/>	37	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