



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: <ul style="list-style-type: none"> • Unaffiliated third-party cost estimates by an experienced cost estimator or general contractor that is entered on the CHFA Cost Summary tab and supports the costs in the Development Budget tab (within the electronic Application), available on the CHFA website at chfainfo.com/arh/lihtc/Pages/Application.aspx. • The Applicant must provide a copy of the third-party cost estimate as well as the PDF of the estimator's professional documents/worksheets, which supports the data in the CHFA Cost Summary template. The cost detail PDF should include contact information and must follow the Construction Specification Institute (CSI) standard format (Current Masterformat, Divisions 01 through 34, as applicable). The cost detail PDF documentation shall include the summary of CSI division categories and supporting estimate detail per cost category indicating line item assumptions and associated costs within each category. For estimate clarity, when necessary, describe materials assumed for each line item and provide quantity takeoff where possible. To the extent possible, refrain from using lump sums or general per square-foot allocation of costs, which may be viewed as insufficient. • The cost estimate must match CHFA's Cost Summary tab in the electronic application. All square footage and costs must be reconciled between the cost estimate and back-up documentation, and all applicable tabs in the electronic Application. Please download the Cost Estimator documents for additional information at chfainfo.com/arh/lihtc/Pages/application-chfa-cost-summary.aspx 		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 will accept one of the following three sources for Utility Allowance: Local Public Housing Authority, HUD Utility Schedule Model, or Energy Consumption Model. Utility Allowance schedules from the local Public Housing Authority must have the appropriate amounts circled. Applicants relying on the HUD Utility Schedule Model or the Energy Consumption Model must submit a request for preliminary approval, including all required documents and fees, to CHFA's Multifamily Program Compliance department at least 45 days prior to the LIHTC application submission date. For detailed requirements, see CHFA's Multifamily Utility Allowance Policy at chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx . 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.		PDF
<input type="checkbox"/>	8 Evidence of property tax exemption, if applicable		PDF



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<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	Executed Applicant Track Record Certification - must complete developer experience in the template format and include current LIHTC applications in other states as well as projects awarded but not yet placed-in-service , available at chfainfo.com/arh/lihtc/Pages/application.aspx		
<input type="checkbox"/>	12	Narrative; use Narrative Template provided on CHFA’s website at chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx .		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
<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, • Can 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 chfainfo.com/arh/lihtc/lihtc_application_documents/SiteControlInstructions.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: chfainfo.com/arh/lihtc/Pages/application.aspx		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



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<input type="checkbox"/>	22	EGC Workbook with "preliminary" column in the Intended Methods worksheet completed for projects following Option B in Section 8. (waiver/workaround documentation must also be submitted; please follow workbook instructions).		Excel
<input type="checkbox"/>	23	Energy Efficiency and Sustainability Election Form (fully executed) available at: chfainfo.com/arh/lihtc/lihtc_application_documents/Energy-Efficiency-Election-Form.pdf		PDF
<input type="checkbox"/>	24	Bond Reimbursement Resolution, if not CHFA-issued issued or Conduit Certification if seeking CHFA bond cap		PDF
For acquisition/rehabilitation projects, provide the following:				
<input type="checkbox"/>	25	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: chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx .		PDF
<input type="checkbox"/>	26	A Property Condition Assessment no older than 12 months from application submittal (see Appendix B for Property Condition Assessment requirements); scope of work must be identified		PDF
<input type="checkbox"/>	27	Unaffiliated third-party cost estimates; please refer to item #3 on this checklist.		Excel
<input type="checkbox"/>	28	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 chfainfo.com/taxcredit-contacts prior to preparing the appraisal for the project.	X	PDF
<input type="checkbox"/>	29	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"/>	30	Executed Agreement for Section 42(m)(2)(D) Determination (not required for CHFA-issued bonds) Agreement available at chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx		PDF
These documents are required when the bonds are issued:				
<input type="checkbox"/>	31	Executed Issuer Certificate (CHFA will prepare when CHFA is the issuer)		PDF
<input type="checkbox"/>	32	Election of APR - Original	X	PDF
<input type="checkbox"/>	33	Designation of Gross Rent Floor		PDF



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<input type="checkbox"/>	34	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 chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx		PDF
For State Credit projects, provide the following:				
<input type="checkbox"/>	35	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"/>	36	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