



9 percent preliminary application checklist

☑	#	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 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> <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 template 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 & 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 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	<p>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.</p> <p>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.</p> <p>For detailed requirements, see CHFA’s Multifamily Utility Allowance Policy at chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx.</p> <p>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.</p>		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 résumés, 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	PDF
<input type="checkbox"/>	12	Narrative: Must use template, available at 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
<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: 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	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"/>	22	Energy Efficiency and Sustainability Election Form (fully executed) available at: chfainfo.com/arh/lihtc/lihtc_application_documents/Energy-Efficiency-Election-Form.pdf	PDF
acquisition/rehab projects - additional documents			
<input type="checkbox"/>	23	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



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<input type="checkbox"/>	24	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"/>	25	Unaffiliated third-party cost estimates (please see item #3 on this checklist)		Excel
<input type="checkbox"/>	26	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 www.chfainfo.com/taxcredit-contacts prior to preparing the appraisal for the project.	X	PDF
<input type="checkbox"/>	27	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.		