4 percent housing tax credit preliminary application checklist

with or without state credit

All documents must be uploaded to the project workcenter. For workcenter set-up and uploading instructions, contact Lolita Monjaraz at lmonjaraz@chfainfo.com. Post a notification in the workcenter once all documents have been uploaded. Documents should have the project name listed first, then the document name.

All required document templates can be found on CHFA's website at chfainfo.com/rental-housing/housing-credit/application.

☑	#	document	electronic
☐	1	Use the current Housing Tax Credit Application. Complete all worksheet tabs highlighted in green. Note: Do not use "N/A" or "non- applicable" on the Contacts worksheet; leave blank as applicable.	Excel
☐	2	Executed Applicant Certification chfainfo.com/getattachment/ba849dbe-a720-4f2b-9e7c-bce451e632e2/Applicant-Certification.pdf	PDF
☐	3	Application fee is due at time of application and Applicants must provide evidence of payment (check or wire). Fee invoice will be emailed to Applicant prior to Application deadline via CHFA's Accounting Department. Please do not pay prior to receiving the invoice. Please note, all fees are non-refundable. chfainfo.com/getattachment/9c84b790-89eb-4c97-a407-a5340b179cbb/2025-26-QAP-Fee-Schedule.pdf	PDF

☐	4	Cost Estimates:
		Note: review the requirements outlined in the QAP and Threshold #9 carefully and ensure that the cost estimates are provided in CSI Divisions 1 through 48 and provide sufficient line-item details.
		Failure to provide correct cost estimates leads to delays and inability to proceed.
		Provide:
		• Complete CHFA's Cost Summary Template: chfainfo.com/getattachment/707a5b78-178b-44ca-8d85-5551430d9770/CHFA-Cost-Summary-Template.xlsx
		  • Ensure table has been completed that reconciles the square footage across project documents.
		• Schematic drawings with summary table that is consistent with the square footage and parking spaces to the application and third-party cost estimate.
		  • If available, provide plans, architectural narrative, and specifications.
		• Third-party cost estimate, as well as the PDF of the estimator's professional documents/worksheets
		  • The required format includes Construction Specification Institute (CSI divisions 01-48). CHFA will not accept cost details on the older CSI divisions 01-16 format.
		  • Refrain from using lump sums or general per-square-foot allocation of costs. For Mechanical/Electrical/Plumbing divisions, CHFA will not accept lump sums.
		• The cost estimate must match CHFA's Cost Summary tab in the application. All square footage and costs must be reconciled between the cost estimate and back-up documentation, and all applicable tabs in the application.
		Resources are available on CHFA's website as follows:
		• Cost Summary Estimate Sample for guidance in PDF format chfainfo.com/getattachment/38e030fd-3081-4bd6-b3d5-92d270c3f078/CostSummaryEstimateSample.pdf
		• CHFA's Cost Summary Webinar chfainfo.com/getattachment/9f8ee723-59f3-49a5-9a2c-98f2fee3b3a9/CHFA-Cost-Summary-Webinar-12-2019.pdf
		• CHFA Cost Summary, FAQs chfainfo.com/getattachment/b40f239a-a51c-453d-addd-50e6039b1045/CHFA-Cost-Summary-FAQ.pdf
			Excel and PDF

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☐	5	Letter of interest from lender(s) for construction and permanent financing for residential and commercial space, if applicable: terms and amounts must match the application.	PDF
☐	6	Letter of interest from syndicator/equity investor. Terms and amounts must match the application.	PDF
☐	7	Letters of interest or communication with all other funders: other funding sources must have documentation, including deferred developer fee, owner equity, and seller carryback. If deferred developer fee is not repayable by the end of the 15-year Initial Compliance period, provide details on payoff terms.	PDF
☐	8	CHFA will accept one of the following four sources for Utility Allowance: applicable Local Public Housing Authority, Actual Usage and Rate Estimate, 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 60 days prior to the Housing Tax Credit application submission date. For detailed requirements, see CHFA's Multifamily Utility Allowance Policy chfainfo.com/rental-housing/asset-management/lihtc-program-compliance. 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
☐	9	Evidence of property tax exemption, if applicable	PDF
☐	10	Supporting documentation is required for the following scoring criteria: • Community Revitalization Plan: documentation must show in measurable terms how the community will be impacted and include municipal support articulated in a community plan or form of significant funding commitments from the local unit of government to the specific area. Provide guidance on where the applicable information is referenced within the plan. • Project Location: Provide a copy of a community housing needs assessment and guidance to applicable portions of the plan. Provide proof of location within half-mile of transit corridors with easy access to job centers, and how the project maximizes density at a TOD site. • No-smoking Addendum to Lease: must apply to the entire property including grounds. • Factory-built Construction or Prefabricated Components; supporting documentation should include details on modular boxes or type of components, delivery, installation, and any cost savings. • Projects utilizing Universal Design or providing accessible units which total at least five percent of the project's total units. Applicants must provide details in supporting documentation. • Projects that are pet-inclusive must provide a statement, the policy or lease addendum that indicates there are no restrictions on breed or weight or other variables per CRS 24-32-735 (c)(I) and (II). • Nonprofit Set-aside: articles of incorporation (express purpose of providing housing), bylaws, Certificate of Good Standing (current); must be 100-percent General Partner. • Projects Serving Persons Experiencing Homelessness or Special Populations; please see Section 5.B.5 of the QAP; provide narrative, funding budget for services, staffing, MOUs from service providers, referral sources, resumé(s), tenant selection plan, etc. • If applying for Permanent Supportive Housing vouchers and tenant support services funding through the Colorado Division of Housing, a copy of the entire RFA application is required, including the Excel spreadsheet for services. • Housing Authority Waitlist: provide executed agreement. chfainfo.com/getattachment/6682e958-6967-4f47-9354-d6aa592697a3/Subsidized-Housing-Waitlist-Sample-Agreement.docx	PDF

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☐	11	Development Team resumés: include Applicant, Accountant, Architect, Attorney, Capital Needs Assessment preparer (as applicable), Consultant(s), Cost Estimator, General Contractor, Management Company, Market Study Analyst, Parking Study Analyst (as applicable) as listed on the Contact Information worksheet.	PDF
☐	12	Executed Applicant Track Record Certification: must complete developer experience (if multiple development entities, provide Track Record Certification for each) in the template format and include current Housing Tax Credit applications in other states, as well as projects awarded but not yet placed in service. chfainfo.com/getattachment/c4248ed3-4116-44b4-b1ac-11226f2692c9/Applicant_Track_Record_Cert.pdf Ensure that an explanation for missing deadlines on previously awarded developments is included.	PDF
☐	13	Narrative: complete the 4 Percent Narrative Template, keeping within the five-page limit. Additional information can be provided on narrative topics, as well as those listed below, in separate stand-alone documents. • Community services facility: provide intended use and square footage • Commercial space: additional detail including intended use, square footage, source of financing, level of completion, i.e. white space • Supplemental market information • Rehab: describe current amenities and construction plan to meet current threshold requirements	Word
☐	14	Location maps (neighborhood and regional)	PDF
☐	15	Schematic drawings, elevation, site plan, and floor plan (plans, architectural narrative, and specs if available)	PDF
☐	16	Phase I Environmental Report, which covers all parcels included in the proposed site: if 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 Housing Tax Credits. If 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. Provide narrative on mitigation approach (if applicable).	PDF
☐	17	Zoning status documentation provided by the zoning/planning department: • Type of zoning in place: applicants requesting competitive State Credits are required to have appropriate zoning in place. • Parking requirements based on proposed application Applicants detail supplemental information: • For non-competitive 4 percent Federal Credit, if proposed project is not an allowable use, describe steps required to achieve zoning • Parking requirements and number of required spaces Entitlements: can the building permit(s) be obtained based on current status? • If no, what decisions need to be secured by the Applicant? • Will decisions require an administrative or public process? • Provide the steps and timeline for site plan approval	PDF

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☐	18	Site control documentation: see Site Control Instructions chfainfo.com/getattachment/5fc696cf-da1f-4697-a5b4-f4a48e565f2a/SiteControlInstructions.pdf	PDF
☐	19	Market Study: square footage, rents, bedroom size, number of units and AMI targeting must match the Housing Tax Credit application. Please see Appendix A of the QAP. chfainfo.com/getattachment/8deb9746-8b58-4126-bc54-503ae605720d/Primary-Market-Area-Request-Form.pdf chfainfo.com/getattachment/f81099f3-002f-404b-bbd6-a76e86220e40/HFAApprovedMarketAnalystList.pdf A Parking Study is required for new construction projects with three-bedroom unit types or larger and a proposed parking ratio below 0.80:1. Please see Appendix B of the QAP or exemptions. chfainfo.com/getattachment/42e6ee66-4bcb-4fe2-b6a1-51607b44185b/Approved-Parking-Analysts.pdf	PDF
☐	20	Walk Score Chart: use CHFA template in Word format chfainfo.com/getattachment/1c098fa6-a11f-4da1-a62b-556f2e2db0e1/Walk-Score.docx	Word
☐	21	Property Management Questionnaire (fully completed and executed) chfainfo.com/getattachment/a46e9107-e4a5-4be7-a988-8984edec6bdc/PA_Prop_Mngmnt_Questionnaire.pdf	PDF
☐	22	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, and 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. chfainfo.com/getattachment/70d8676a-9e9e-4ebc-b36c-27934792c2e0/Architect-Certification-SAMPLE.docx	PDF
☐	23	Energy Efficiency and Sustainability Election Form (fully completed and executed) Provide a narrative to describe strategy that supports an electrification-ready or all-electric project, if applicable. chfainfo.com/getattachment/66a7c8dc-55e5-4f3e-961c-a567d6729dc9/Energy-Efficiency-Election-Form.pdf	PDF
☐	24	If CHFA is not the tax-exempt PAB volume cap issuer, provide a fully executed inducement resolution from a non-CHFA issuer with current volume cap sufficient to support the project and meet the 25 Percent Test.	PDF
		For acquisition/rehabilitation projects, provide the following:	
☐	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 10-year rule requirement in lieu of an attorney opinion. Use CHFA's Ten Year Rule Opinion letter template. Provide existing affordability requirements, including units not supported by Housing Tax Credits.	PDF
☐	26	A Property Condition Assessment no older than 12 months from application submittal (see Appendix B of the QAP for Property Condition Assessment requirements); must cover a period of no fewer than 20 year; scope of work must be clearly identified.	PDF

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☐	27	Unaffiliated third-party cost estimates: please refer to item #4 on this checklist	Excel
☐	28	An appraisal must be provided that is no older than six months from the application submittal. 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 Housing Tax Credit 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 contacts CHFA's Staff Appraiser at chfainfo.com/rental-housing/housing-credit/contact.	PDF
☐	29	For acquisition/rehab of unrestricted properties or acquisition/rehab of existing affordable properties, a relocation plan that addresses 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 who wish to move or who are required to move. An owner certification must be provided that all residents have been informed of the relocation plan and availability of relocation funds.	PDF
☐	30	Provide audited (if necessary, unaudited) financial statements from the previous two years and current rent roll.	PDF
		The following document is not required with the preliminary application; however it is required prior to the issuance of the Initial Determination Letter.	
☐	31	Executed Agreement for Section 42(m)(2)(D) Determination (not required for CHFA-issued bonds) chfainfo.com/getattachment/073a713f-0a10-4fc7-8b3e-7854822dc8d8/Agreement-for-Sec42-Exhibit-A.pdf	PDF
		For State Credit projects, provide the following:	
☐	32	Please refer to State Credit Public Hearing Guidance at chfainfo.com/getattachment/0fe9545b-cfcc-42ec-ae77-2ad7e6de3256/Colorado-State-Credit-Public-Hearing-Guidance.pdf.	PDF
☐	33	CHFA will accept letters of support from local government entities indicating the intention to provide some monetary, in-kind, or other contribution to the proposed project. Please refer to Local Contribution Guidelines at chfainfo.com/getattachment/7d7860ea-0006- 4f9d-9363-a58d754554d3/Local-Contribution-Guidelines.pdf	PDF