# mihtc preliminary application checklist

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

| ✓ | | document | electronic |
|---|---|---|---|
| ☐ | 1 | Use the current MIHTC Application. Complete all worksheet tabs highlighted in green.<br><br>Note: Do not use "N/A" or "non-applicable" on the Contacts worksheet; leave blank as applicable. | Excel |
| ☐ | 2 | Executed MIHTC Applicant Certification:<br>chfainfo.com/getattachment/e31f17f2-39b1-427b-9f42-41cad51c845c/MIHTC-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. See MIHTC Fee Schedule available on CHFA's website. | PDF |
| ☐ | 4 | Cost Estimates: Failure to provide correct cost estimates leads to delays and inability to proceed.<br><br>Provide:<br><br>i. Schematic drawings with summary table that reconciles the square footage (GSF, Common space SF, and NRSF) and parking spaces to the Application and third-party cost estimate PDF. If available, provide plans, architectural narrative, and specifications.<br><br>ii. Complete CHFA's Cost Summary Template:<br>chfainfo.com/getattachment/707a5b78-178b-44ca-8d85-5551430d9770/2024-CHFA-Cost-Summary-Template.xlsx<br><br>iii. Third-party cost estimate PDF<br><br>• Ensure Construction Specification Institute divisions 01-48 are included. CHFA will not accept cost details on the older CSI divisions 01-16 format.<br><br>• Refrain from using lump sums or general per-square-foot allocation of costs in the estimate. For Mechanical/ Electrical/Plumbing divisions, CHFA will not accept lump sums.<br><br>Cross-check for consistency:<br><br>• The Third-party cost estimate PDF must match CHFA's Cost Summary tab in the application.<br><br>• Cross-check for consistency that square footage is reconciled between the third-party cost estimate PDF, Application, and schematics.<br><br>Resources are available on CHFA's website as follows:<br><br>• Cost Summary Estimate Sample for guidance in PDF format<br>chfainfo.com/getattachment/38e030fd- 3081-4bd6-b3d5-92d270c3f078/CostSummaryEstimateSample.pdf<br><br>• CHFA's Cost Summary Webinar vimeo.com/380788162/771b3ea853<br><br>• CHFA Cost Summary, FAQs<br>chfainfo.com/getattachment/b40f239a-a51c-453d-addd-50e6039b1045/ CHFA-Cost-Summary-FAQ.pdf | Excel and PDF |
| ☐ | 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(s). 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 soft funds, deferred developer fee, owner equity, and seller carryback as applicable. Terms and amounts must match the application. | PDF |

| ✓ | | document | electronic |
|---|---|---|---|
| ☐ | 8 | CHFA will accept one of the following 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.<br><br>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.<br><br>For detailed requirements, see CHFA's Multifamily Utility Allowance Policy chfainfo.com/rental-housing/asset-management/lihtc-program-compliance. | PDF |
| ☐ | 9 | Evidence of property tax exemption, if applicable | PDF |
| ☐ | 10 | 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 |
| ☐ | 11 | 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 all multifamily experience and current Housing Tax Credit applications in other states, as well as projects awarded but not yet placed in service as applicable. chfainfo.com/getattachment/c4248ed3-4116-44b4-b1ac-11226f2692c9/Applicant-Track-Record-Certification.pdf<br><br>Ensure that an explanation for missing deadlines on previously awarded developments is included. | PDF |
| ☐ | 12 | Narrative: Complete the MIHTC Narrative Template, keeping within the five-page limit.<br><br>chfainfo.com/getattachment/4f249648-921b-43d7-830f-8838268db64a/MIHTC-Application-Narrative.docx<br><br>• Additional information may be provided on narrative topics, as well as those listed below, in separate standalone documents.<br><br>• Additional leasing policies including pet policies, non-smoking and other<br><br>• Commercial space: additional detail including intended use, square footage, source of financing, level of completion, i.e. white space<br><br>• Supplemental market information | Word or PDF |
| ☐ | 13 | Location maps (site, neighborhood, and regional) | PDF |
| ☐ | 14 | Schematic drawings, elevation, site plan, and floor plan. If available, provide plans, architectural narrative, and specifications as available.<br><br>• Include a summary table that reconciles the square footage (GSF, Common space SF, and NRSF) and parking spaces to the Application and third-party cost estimate PDF.<br><br>• Cross-check for consistency that square footage is reconciled between the schematics, third-party cost estimate PDF, and Application. | PDF |
| ☐ | 15 | 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 |
| ☐ | 16 | Zoning status documentation provided by the zoning/planning department:<br><br>• Type of zoning in place: applicants requesting MIHTC are required to have appropriate zoning in place.<br><br>• Parking requirements based on proposed application Applicants detail supplemental information:<br><br>• Parking requirements and number of required spaces<br><br>Entitlements: can the building permit(s) be obtained based on current status?<br><br>• If no, what decisions need to be secured by the Applicant?<br><br>• Will decisions require an administrative or public process?<br><br>• Provide the steps and timeline for site plan approval | PDF |
| ☐ | 17 | MIHTC Site control documentation. See MIHTC Site Control Instructions: chfainfo.com/getattachment/9d5e57d6-434a-4b5e-86a6-0630ab782bd7/MIHTC-Site-Control-Instructions.pdf | PDF |

| ✓ | | document | electronic |
|---|---|---|---|
| ☐ | 18 | Market Study: Square footage, rents, bedroom size, number of units and AMI targeting must match the MIHTC application. Please see Appendix A of the MIHTC Allocation Plan.<br>chfainfo.com/getattachment/72c474a6-bbe5-40d2-a889-784447fe09b5/2026-MIHTC-AllocationPlan-Amended.pdf<br><br>Parking and Multimodal Options Study, if applicable: For proposed projects not located in Applicable Transit Service Areas as determined by C.R.S. 29-35-306, unless majority of off-street parking is for fee, with three-bedroom unit types or larger and 100 percent serving families with a parking ratio below 0.80:1. Please see Appendix B of the MIHTC Allocation Plan.<br><br>For projects exempted from the Parking and Multimodal Options Study due to location within an Applicable Transit Service Area provide a map showing the project location within an Applicable Transit Service Areas found in the HB24-1304 Applicable Transit Service Areas Map at dlg.colorado.gov/parking-minimums<br><br>chfainfo.com/getattachment/42e6ee66-4bcb-4fe2-b6a1-51607b44185b/Approved-Parking-Analysts.pdf | PDF |
| ☐ | 19 | Walk Score Chart: Use CHFA template in Word format<br>chfainfo.com/getattachment/1c098fa6-a11f-4da1-a62b-556f2e2db0e1/Walk-Score.docx | Word |
| ☐ | 20 | MIHTC Property Management Questionnaire (fully completed and executed): chfainfo.com/getattachment/19f6a9dd-b92e-4410-90b5-3ddad6a379a9/MIHTC-Property-Management-Questionnaire.pdf | PDF |
| ☐ | 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, 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 the MIHTC Allocation Plan. | PDF |
| ☐ | 22 | MIHTC Energy Efficiency and Sustainability Election Form (fully completed and executed)<br><br>Provide a narrative to describe strategy that supports an electrification-ready or all-electric project, if applicable.<br>chfainfo.com/getattachment/f6706855-a22e-4b2d-b4df-b6a125960ddf/MIHTC-Energy-Efficiency-and-Sustainability-Election-Form.pdf | PDF |