



9 percent preliminary application checklist

All documents must be uploaded to your workcenter. For workcenter set-up, contact Paula Harrison at pharrison@chfainfo.com or Lolita Monjarez at lmonjarez@chfainfo.com. Additional instruction for uploading documents will be available in your workcenter. Send email notification to your assigned housing credit officer (identified in your workcenter) once upload of all documents is complete.

<input checked="" type="checkbox"/>	#	document	hard copy	electronic
<input type="checkbox"/>	1	Use current Excel Housing Credit Application (Excel), with all worksheet tabs highlighted in green completed, including an executed Applicant Certification. The Applicant Certification document is located on CHFA's website under Housing Credit Application Documents at chfainfo.com/arh/lihtc/Pages/Application_Preliminary-Documents.aspx .		Excel
<input type="checkbox"/>	2	Executed Applicant Certification Template at chfainfo.com/arh/lihtc/lihtc_application_documents/Application_Certification.pdf		PDF
<input type="checkbox"/>	3	Application fee (all fees are non-refundable) wiring instructions are available in your workcenter.	X	Or wired
<input type="checkbox"/>	4	<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. If applicable, the Applicant must provide a narrative to describe construction and/or renovation measures demonstrating an Electrification-Ready project. 		Excel and PDF
<input type="checkbox"/>	5	Letter of interest from lender for construction and permanent financing for residential and commercial space, if applicable		PDF
<input type="checkbox"/>	6	Letter of interest from syndicator/equity investor		PDF
<input type="checkbox"/>	7	Evidence of contact with soft funding sources (including repayment statement of deferred developer fee after year 15)		PDF



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<input type="checkbox"/>	8	<p>CHFA will accept one of the following four sources for Utility Allowance: 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.</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"/>	9	Evidence of property tax exemption, if applicable		PDF
<input type="checkbox"/>	10	Supporting documents for scoring, housing authority letter, CHAS, Community Revitalization Plan, DOH RFA application packet, service provider resumé, MOUs, etc.		PDF
<input type="checkbox"/>	11	Development Team resumé and supporting documentation		PDF
<input type="checkbox"/>	12	Executed Applicant Track Record Certification - must complete developer experience in the template format and include current Housing Credit applications in other states as well as projects awarded but not yet placed-in-service, and existing projects. Available at chfainfo.com/arh/lihtc/Pages/application.aspx		PDF
<input type="checkbox"/>	13	Narrative: Must use template at chfainfo.com/arh/lihtc/Pages/Application_Preliminary-Documents.aspx		Word
<input type="checkbox"/>	14	Location maps (neighborhood and regional)		PDF
<input type="checkbox"/>	15	Schematic drawings, elevation, site plan, and floor plan (plans and specifications if available)		PDF
<input type="checkbox"/>	16	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"/>	17	<p>Zoning status documentation must be from zoning/planning and include parking requirements. Applicants must provide detail supporting documentation on the following:</p> <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"/>	18	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 at chfainfo.com/arh/lihtc/lihtc_application_documents/SiteControllInstructions.pdf		PDF
<input type="checkbox"/>	19	Market Study		PDF
<input type="checkbox"/>	20	Walk Score Chart at chfainfo.com/arh/lihtc/lihtc_application_documents/Walk-Score.docx		Word
<input type="checkbox"/>	21	Preliminary Application Property Management Questionnaire at chfainfo.com/arh/lihtc/Pages/application.aspx		PDF
<input type="checkbox"/>	22	Energy Efficiency Election Form (fully executed) at chfainfo.com/arh/lihtc/lihtc_application_documents/Energy-Efficiency-Election-Form.pdf		PDF



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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. . Use CHFA's Ten Year Rule Opinion Letter Template at chfainfo.com/arh/lihtc/Pages/Application_Preliminary-Documents.aspx .	PDF
<input type="checkbox"/>	24	A Property Condition Assessment Report, no older than 12 months from Application submittal (see Appendix B of the QAP for requirements); must cover a period of no fewer than 20 years, 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 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 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 chfainfo.com/taxcredit-contacts prior to preparing the appraisal for the project.	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 relocation plan and availability of relocation funds.	PDF