

# letter of intent (LOI)

Housing Credit System

colorado housing and finance authority



# letter of intent process

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Pursuant to Section 3.A of the QAP, Pre-preliminary Application Requirements

Applicants must submit the following by the applicable letter of intent deadlines as set forth in the QAP:

- Letter of Intent
- Letter of Engagement from a CHFA approved market analyst

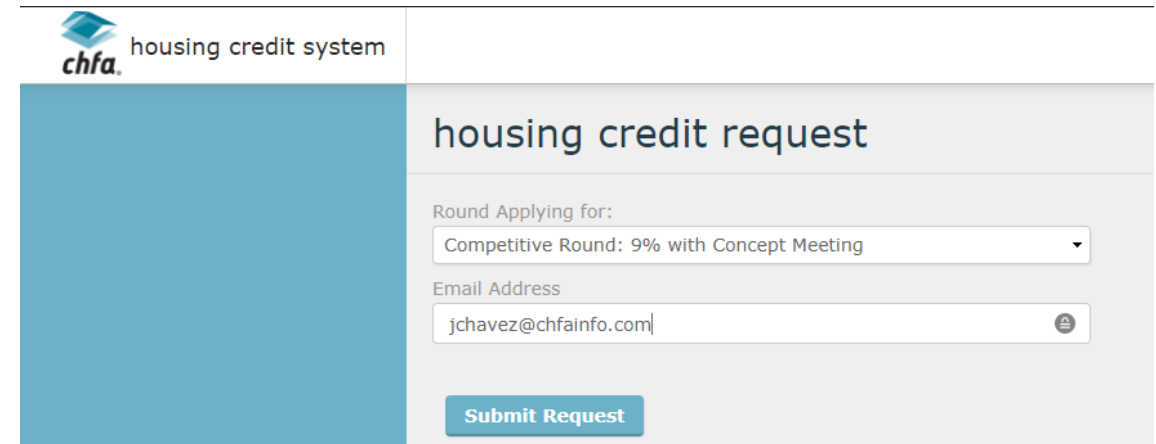
# letter of intent process

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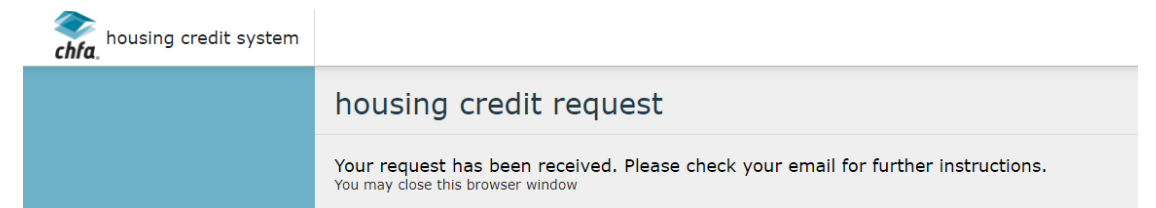
- Projects Financed with Tax-exempt Bonds
  - Pursuant to the QAP Section 7, a LOI must be submitted 45 days prior to the submission of the Application. Complete Applications must be received within 90 days from CHFA's receipt of the LOI. In the event a complete Application is not received in the required 90-day time limit, a new LOI is required

# letter of intent process

- Select from the dropdown menu the application round or concept meeting request
- Enter your email address and select “Submit Request”
  
- Once, the request is submitted, a confirmation message will appear



The screenshot shows the CHFA housing credit system interface. The header includes the CHFA logo and the text "housing credit system". The main heading is "housing credit request". Below this, there is a dropdown menu labeled "Round Applying for:" with the selected option "Competitive Round: 9% with Concept Meeting". Underneath is an "Email Address" field containing "jchavez@chfainfo.com" and a "Submit Request" button.



The screenshot shows the CHFA housing credit system interface after submission. The header includes the CHFA logo and the text "housing credit system". The main heading is "housing credit request". Below this, a confirmation message reads: "Your request has been received. Please check your email for further instructions. You may close this browser window".

# letter of intent process

- An email will be automatically generated once CHFA has received the request
- Access the Housing Credit System using the link provided in the email
- Copy the access token from the thank-you email
- Enter the token in the textbox and click "Authenticate"
- Save the email; to access the LOI in the future, if needed

Letter of Intent request for CHFA Housing Credit (9% New Round)



Thank you for your Letter of Intent (LOI) request.

Click on the link in this email below to access the LOI form. Open the document, complete the form,

You will receive a confirmation email once the LOI is received. If you do not receive a confirmation email,

Concept meetings are not required and only encouraged for applicants in the competitive round. Contact dates entered on the LOI form and will send a meeting invite as confirmation.

Please note because they are not required and only encouraged, there are usually not enough spots.

Please retain this email, as your unique link and access token will be used for Letter of Intent and a

Your access token is "862205309b". This token will be valid until Wed, 16 Mar 2022 12:00 A <https://>

See the attached PowerPoint for instructions.

If you have questions, please contact Lolita Monjaraz; [lmonjaraz@chfainfo.com](mailto:lmonjaraz@chfainfo.com)

Colorado Housing and Finance Authority (CHFA)  
Community Development  
800.877.chfa (2432)  
[www.chfainfo.com/arh/lihtc](http://www.chfainfo.com/arh/lihtc)

## Authenticate

Please enter the access token sent to you in email and you will be redirected to your request.

Access Token

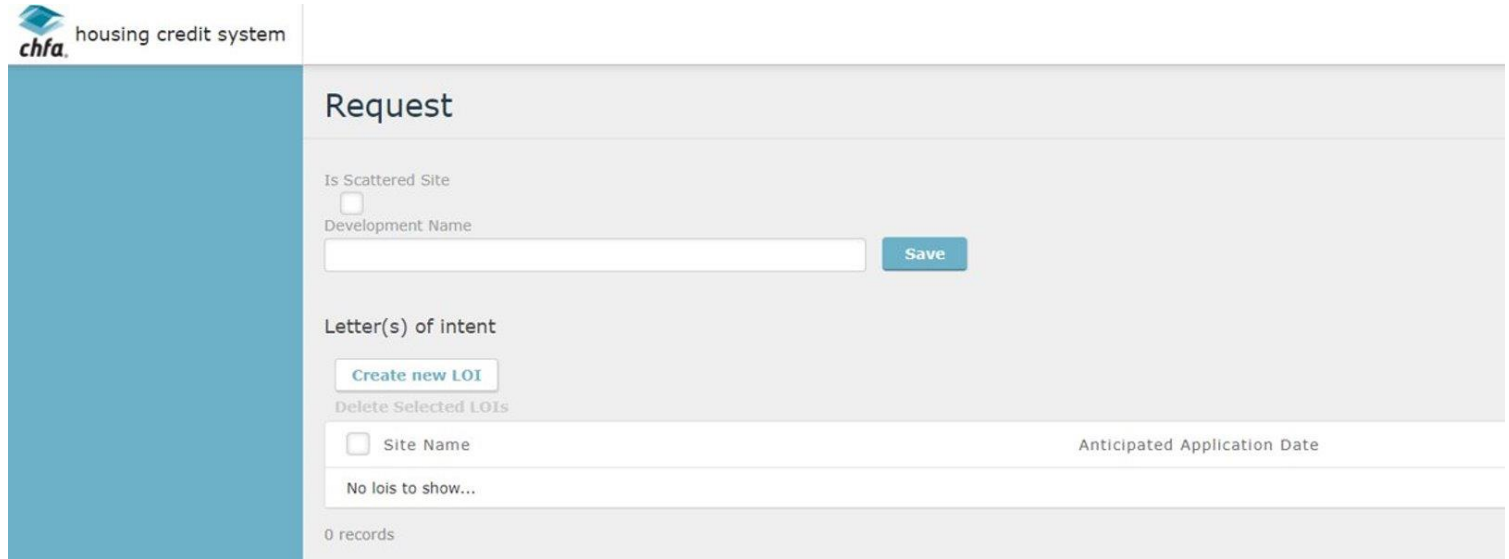
862205309b

Authenticate

Built with [OutSystems](https://www.outsystems.com/)

# letter of intent process

- For a single site LOI
- Enter the Development Name, click “Save”
- Then click “Create new LOI”



The screenshot shows the 'Request' form in the CHFA Housing Credit System. The form is titled 'Request' and includes the following elements:

- chfa. housing credit system** logo and header.
- Request** section header.
- Is Scattered Site** checkbox (unchecked).
- Development Name** text input field with a **Save** button.
- Letter(s) of intent** section with a **Create new LOI** button and a **Delete Selected LOIs** link.
- Table** with columns: **Site Name** (checkbox) and **Anticipated Application Date**.
- No lois to show...** message.
- 0 records** summary.

# letter of intent process: scattered site

- To create multiple LOI(s), check "Is Scattered Site"
- Enter the development name; click "Save"
- Then click "Create new LOI". This will not become available till the development name is saved.

chfa. housing credit system

## Request

Is Scattered Site

Development Name  
Colorado Resyndication [Save](#)

Letter(s) of intent  
[Create new LOI](#)

[Delete Selected LOIs](#)

<input type="checkbox"/>	Site Name	Anticipated Application Date
<input type="checkbox"/>	Denver	today

1 record

# letter of intent process continued

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- Complete the LOI form
- All fields with a red \* are required; LOI may not be submitted until all \* fields are completed
- Describe the (AMI) Targeting and Bedroom mix
  - 5 – 1bdrm units at 60%, 5 – 2bdrm units at 60%, 5 – 1bdrm units at 50%, 5 – 2bdrm units at 50%
- Attach the Market Analyst Letter of Engagement
  - To add a file attachment, enter a brief file description, choose file, and click upload file button



# letter of intent process continued

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- After the request has been submitted, you will receive an automated confirmation email



[This email originated outside of CHFA]

This is an automated email message acknowledging receipt of your LOI form for the Denver development. It will be reviewed by CHFA staff and further feedback and/or actions will be communicated to you.

Colorado Housing and Finance Authority (CHFA)  
Community Development  
800.877.chfa (2432)  
[www.chfainfo.com/arh/lihtc](http://www.chfainfo.com/arh/lihtc)

# letter of intent process continued

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- CHFA administrator(s) will decide on the initial request. You will receive feedback along with a decision:
  - LOI status is pending – additional information is needed
  - LOI unsubmitted – not enough information is provided to make decision
  - LOI request is completed

# concept meeting

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- CHFA staff will reach out to confirm meeting date and time. A meeting invite will be sent as confirmation
- Concept Meetings aren't required for all deals but highly recommended
- Concept Meeting spots are limited and will be scheduled on a first come first served basis
- **Concept meetings are required for all 4% non-competitive applications**
  - the concept meeting must occur at least 45 days prior to the submission of the Application (does not apply to State Credit Applicants)

# letter of intent process continued

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- Questions or comments, please reach out to TC Administrators:
  - Lolita Monjaraz, [lmonjaraz@chfainfo.com](mailto:lmonjaraz@chfainfo.com)
  - Paula Harrison, [pharrison@chfainfo.com](mailto:pharrison@chfainfo.com)or
  - Kathryn Grosscup, [kgrosscup@chfainfo.com](mailto:kgrosscup@chfainfo.com)





thank you!

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