

letter of intent (LOI)

colorado housing and finance authority



letter of intent process

Pursuant to Section 3.A of the QAP and Middle-income Housing Tax Credit (MIHTC) Allocation Plan, Pre-preliminary Application Requirements

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

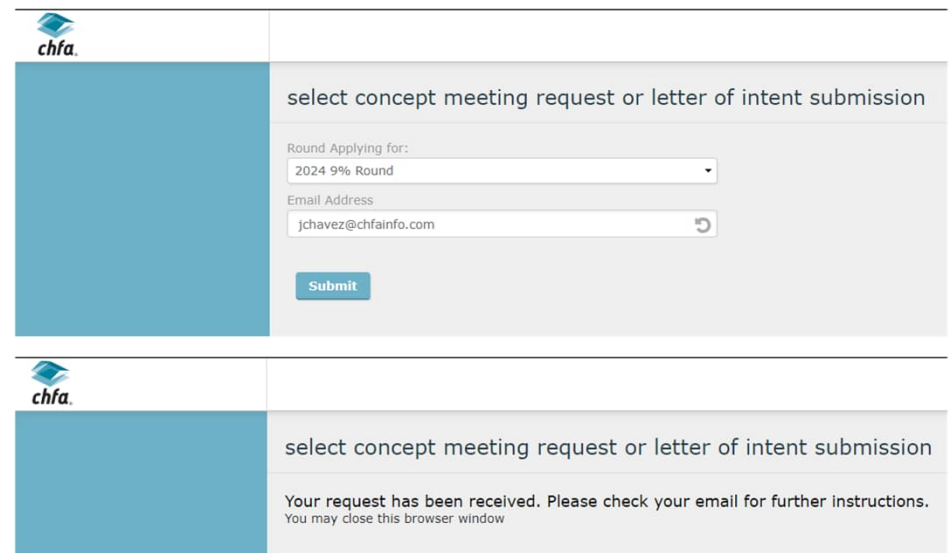
- Letter of Intent Form
- Letter of Engagement from a CHFA-approved market analyst
- Letter of Engagement from a CHFA-approved parking analyst (if applicable)

letter of intent process

- Projects Financed with Tax-exempt Bonds
 - Pursuant to the QAP Section 7, an 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



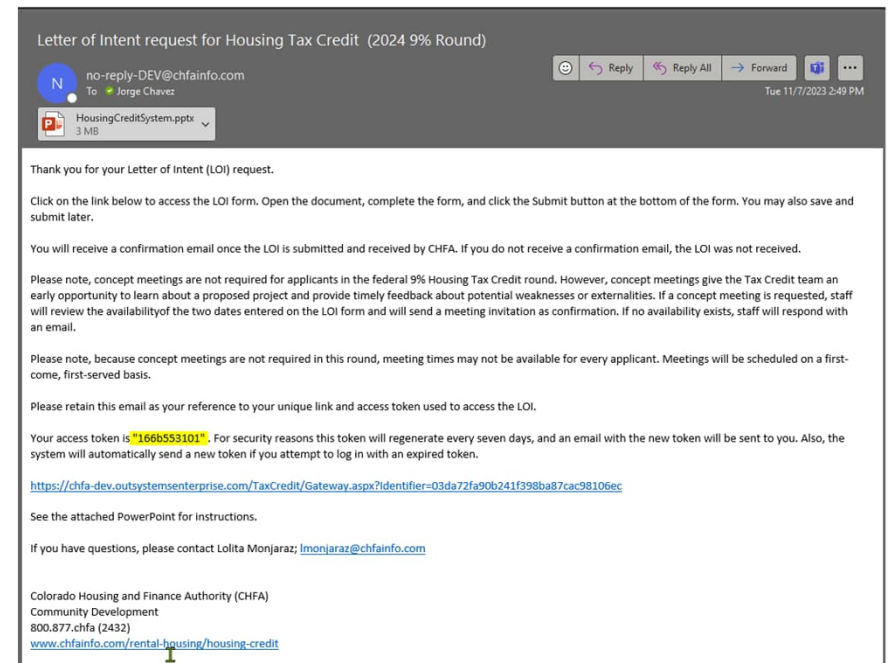
The image displays two screenshots of the CHFA (California Health Foundation for Autism) website, illustrating the letter of intent submission process.

Top Screenshot: The page features the CHFA logo in the top left corner. The main heading reads "select concept meeting request or letter of intent submission". Below this, there is a section titled "Round Applying for:" with a dropdown menu currently set to "2024 9% Round". Underneath, the "Email Address" field is populated with "jchavez@chfainfo.com". A blue "Submit" button is located at the bottom of the form.

Bottom Screenshot: This screenshot shows the confirmation page after submission. It includes the CHFA logo and the same heading. The main message states: "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 email
- Enter the token in the textbox and click "Authenticate"
- Save the email to access the LOI in the future, if needed



Authenticate

Please enter the access token sent to you in email and you will be redirected to your request.
Please do not bookmark this page.

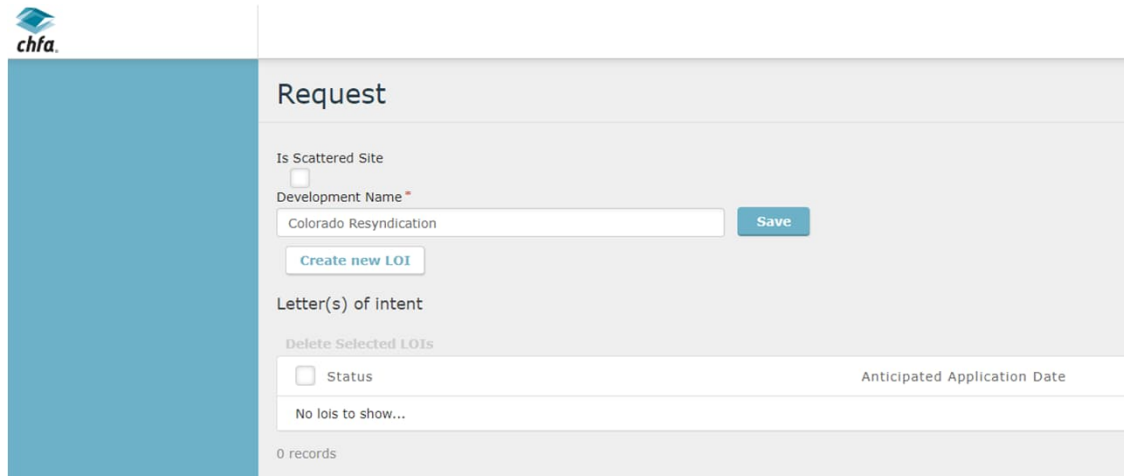
Access Token

166b553101

Authenticate

letter of intent process

- For a single-site LOI, enter the Development Name, click "Save"
- Then click "Create new LOI"

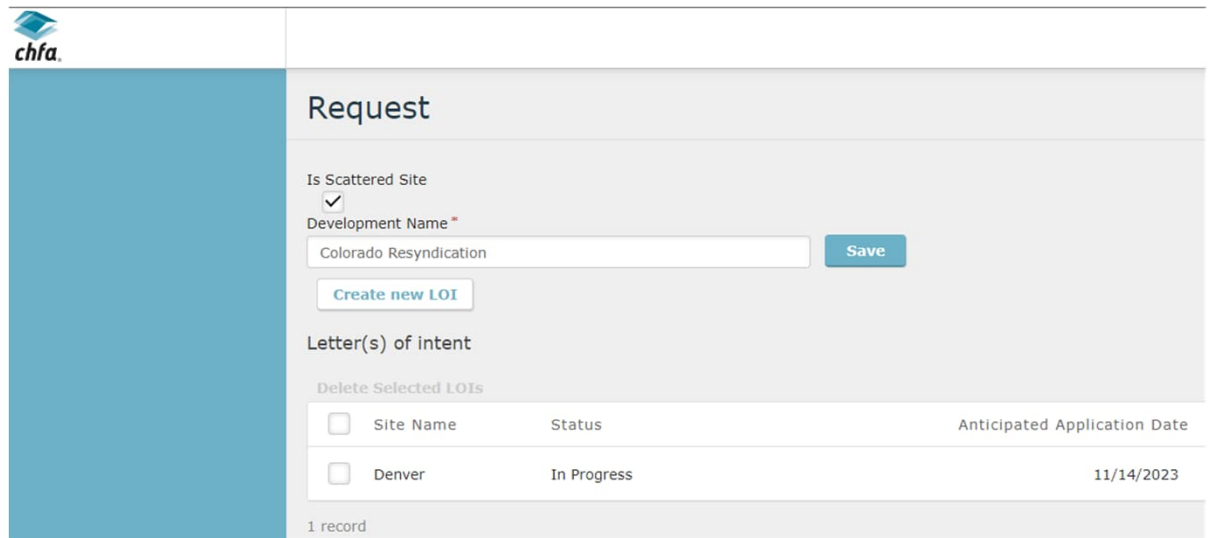


The screenshot shows the CHFA (Colorado Housing Finance Authority) web interface for creating a Letter of Intent (LOI). The interface is divided into two main sections: a left sidebar with the CHFA logo and a right main content area. The main content area is titled "Request" and contains the following elements:

- Is Scattered Site:** A checkbox that is currently unchecked.
- Development Name:** A text input field containing "Colorado Resyndication". To the right of the input field is a blue "Save" button.
- Create new LOI:** A blue button located below the "Development Name" field.
- Letter(s) of intent:** A section header.
- Delete Selected LOIs:** A sub-header for a table.
- Table:** A table with two columns: "Status" and "Anticipated Application Date". The "Status" column has a checkbox next to it. The table is currently empty, showing "No lois to show..." and "0 records" at the bottom.

letter of intent process: scattered site

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



The screenshot shows the CHFA (Colorado Housing Finance Authority) web interface for creating a Letter of Intent (LOI). The interface is divided into a left sidebar with the CHFA logo and a main content area. The main content area has a header "Request" and a section "Is Scattered Site" with a checked checkbox. Below this is a "Development Name" field with the text "Colorado Resyndication" and a "Save" button. A "Create new LOI" button is also visible. The "Letter(s) of intent" section contains a table with columns for "Site Name", "Status", and "Anticipated Application Date". The table has one row with "Denver" as the site name, "In Progress" as the status, and "11/14/2023" as the anticipated application date. A "Delete Selected LOIs" link is above the table. At the bottom, it says "1 record".

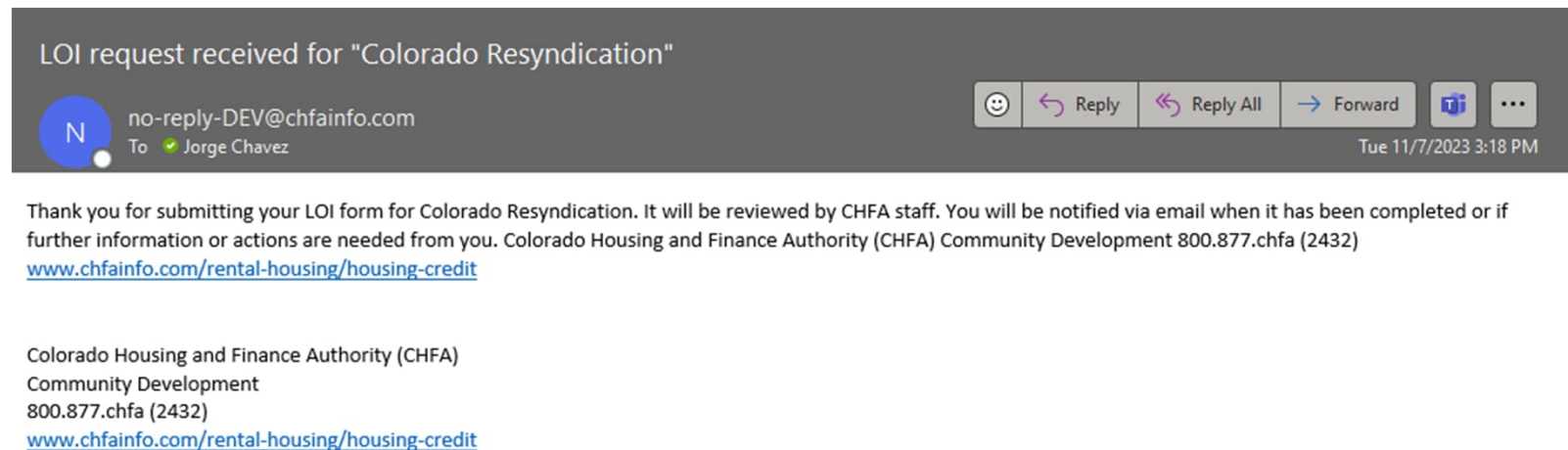
Site Name	Status	Anticipated Application Date
Denver	In Progress	11/14/2023

letter of intent process continued

- Complete the LOI form
- All fields with a red asterisk (*) are required; LOI may not be submitted until all * required fields are completed
- Describe the AMI Targeting and Bedroom mix
 - Example: Five one-bedroom units at 60%; Five two-bedroom units at 60%; Five one-bedroom units at 50%; Five two-bedroom units at 50%
- Attach the Market Analyst Letter of Engagement and Parking Analyst Letter of Engagement (if applicable)
 - To add a file attachment, choose file and click the “upload file” button

letter of intent process continued

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



letter of intent process continued

- CHFA staff will review the LOI form. You will receive feedback such as:
 - LOI status is pending – additional information is needed
 - LOI unsubmitted – not enough information is provided to complete
 - LOI is completed

concept meeting

- CHFA staff will reach out to confirm meeting date and time. A meeting invitation will be sent as confirmation
- Concept Meetings aren't required for federal 9% or state Housing Tax Credit applications but are highly recommended
- Concept Meeting timeslots are limited and will be scheduled on a first-come, first-served basis
- Concept meetings are required for all federal 4% credit and MIHTC applications
 - the Concept Meeting must occur at least 45 days prior to the submission of the Application (does not apply to applicants applying for federal 4% credit combined with state credit)

letter of intent process continued

- If you have questions or comments, please contact:
 - Lolita Monjaraz, lmonjaraz@chfainfo.com
 - Megan Herrera, mherrera@chfainfo.com
- or
- Kathryn Grosscup, kgrosscup@chfainfo.com





thank you!