

9% LIHTC Pre-Application Conference Guidelines

For the 2019 application year, Applicants are invited and encouraged to attend a pre-application conference (“Conference”) with CHFA staff. Effective for the 2020 application year and beyond, a Conference will be required of all Applicants. Conferences can be scheduled anytime up to 30 days before the application due date for a funding round, if applicable. Beginning for the 2020 application year, Conferences must take place prior to a SharePoint site being created. DOH staff will be included in the Conference if applicable.

Topics to be discussed at the Conference may include:

- The proposed development team
- How the proposed plan aligns with the QAP
- How the proposed plan aligns with CHFA Procedures and Guidelines
- Status of zoning
- Status of environmental testing and any environmental issues

CHFA intends to conduct the Conferences as confidential conversations. Designated CHFA staff will discuss the proposal with the intention of providing information and guidance. If available, Applicants can submit or bring to the Conference a draft pro-forma including proposed budget, rent mix and operating expenses, and any technical services items that are available. Applicants are encouraged to submit material in advance for the most productive discussion.

Proposals will not be fully underwritten or scored for the Conference. Any feedback provided by CHFA staff is contingent upon actual submissions and may be subject to change based on published revisions to Procedures, Guidelines and/or the QAP.

To request a Conference, please contact Debbie Alter at deborah.alter@chfa.org or 860-571-4234.