



CONNECTICUT HOUSING FINANCE AUTHORITY

HOUSING TAX CREDIT CONTRIBUTION (HTCC) PROGRAM OVERVIEW APRIL 16, 2024



2024 HTCC Program Overview Agenda

- Program Objectives
- Updates & Reminders for 2024
- Application Process & Timeline
- SharePoint
- Consolidated Application
- Maintaining Compliance
- Project Closeout Reminders
- Questions and Answers



HTCC Program Objectives

- CHFA administers the HTCC Program which was established by statute to assist nonprofit entities creating Affordable Housing
- Eligible uses of HTCC Funds:
 - Affordable Housing Developments, including:
 - General class
 - Workforce Housing,
 - Workforce Housing Development Project (**NEW), and
 - Supportive Housing
 - Revolving Loan Funds, including:
 - Affordable Housing (general class); and
 - Workforce Housing

***See CGS Section 8-395, as amended effective June 1, 2024*

Eligible Applicants

An applicant must have as one of its purposes the construction, rehabilitation, ownership or operation of housing and be:

- a Nonprofit Corporation or a Community Development Financial Institution (CDFI);
- established for a minimum period of three years (may consider exception for a Nonprofit formed by a HA);
- in compliance with the requirements of the HTCC Program for any prior awards;
- in compliance with any applicable CHFA Board policy statements; and
- Must demonstrate administrative capability to undertake the proposed project in a timely fashion.

Eligible Uses of HTCC Program Funds:

- Affordable Housing Developments:
 - Rehabilitation or new construction of rental or homeownership housing
- Capitalize a Revolving Loan Fund:
 - Provide low-cost loans for new construction, rehabilitation or acquisition of affordable housing
- Must benefit eligible Extremely Low-, Very Low-, Low- and Moderate-Income households



Available Credit Tax Credits and Limits:

- The total amount of tax credits available annually is \$10 million
 - \$1 million is set-aside for eligible Workforce Housing
 - \$2 million is set-aside for Permanent Supportive Housing
- No applicant may receive more than \$500,000 in HTCC funding per year
- No one Affordable Housing Development may receive more than \$500,000 per year or \$1.5 million in total over three (3) consecutive funding years

Application Evaluation

Full applications received prior to the deadline are reviewed, rated and ranked based on the following criteria:

- Project Feasibility and Readiness to Proceed;
- Affordability;
- Applicant Capacity/Goals Accomplished;
- Livability Initiatives; and
- Compliance



Application Evaluation Cont'd

- The HTCC review will include input and review from CHFA's Technical Services staff:
 - Qualified Development Team (Contractor and Architect)
 - Development Scope
 - Flood Zone if applicable
 - Historic Preservation Compliance (if available at time of application)
 - Development Budget (Hard costs only)
 - Environmental Site Assessments (Phase I ESA) and Hazardous Materials Survey
 - Building Permits (if available at time of application)

2024 HTCC PROGRAM UPDATES & REMINDERS



1. ConApp Updates & Reminders



2024 ConApp – Items Removed from HTCC Application

- The following items will no longer be reviewed by CHFA and have been removed from the ConApp
- Removal from the HTCC Application does not indicate that these items are not applicable
- It is the applicant's responsibility to ensure any and all project requirements are adhered to regardless of CHFA review

2024 ConApp – Items Removed from HTCC Application

- Exhibit 4.7 - P&Z Approval
- Exhibit 4.9.c - Exploded Trade Payment Breakdown (ETPB)
- Exhibit 4.9.d - Davis Bacon
- Exhibit 4.9.e - Project Cost Summary
- Exhibit 10.8 – Housing Consultant Certification

2024 ConApp – Items Updated

- Exhibit 12.12 “HTCC Justification Form” changed to “HTCC Gap Financing Justification Form”
 - No longer requires approval or signature from DOH/CHFA. Submit this exhibit in conjunction with your ConApp.
 - Form has been updated to align with the revised gap financing language in the 2024 HTCC Guidelines (Section II. C., pg 3)

2024 ConApp – Tech Items

- Exhibit 4.4 SHPO (*UDPATED*)
 - SHPO prefers to review projects that have been awarded funding
 - Applicants will be required to contact SHPO once an HTCC award has been announced
 - If you already have received a SHPO determination, submit that with your HTCC application
 - Applicants must certify that SHPO requirements will be addressed as part of the scope of work

2024 ConApp – Tech Items

- Exhibit 12.6 - “Environmental Concerns and Certification” changed to “Environmental Certification” (*UDPATED*)
 - Summarize all environmental concerns
 - Describe existing conditions and any and all actions that will satisfy all environmental requirements
 - Certify all concerns will be addressed in the scope of work

2024 ConApp –Tech Reminders

- 3.1.a. Qualified Dev Team updates
 - Architect to have license issued in the State of CT (submit evidence with application)
 - GC to have Major Contractor’s license issued in the State of CT (submit evidence with application)



2024 ConApp-Tech Reminders

- 3.1.a. Qualified Dev Team updates

Exceptions due to Scope of Work:

- If a licensed architect is not required by the Town/City Building Department given the proposed scope of work, then not required for HTCC (provide evidence with application)
- If a major contractor's license for the GC is not required by the Town/City Building Department given the proposed scope of work, then not required for HTCC (provide evidence with application)
 - State of CT Home Improvement Contractor license may be acceptable in this case.

2024 ConApp – Tech Reminders

- 3.1.a. Qualified Dev Team updates

Exceptions:

- If the CT Building Code for 1-2 family dwellings does not require services of a licensed architect, CHFA will allow the work to be performed by a contractor that has an active Connecticut Home Improvement Contractor license

2024 ConApp-Tech Reminders

- 4.8.b Phase I/II ESA:
 - Required for projects when the scope includes: 1) new construction, 2) additions or bump-outs to existing buildings, and/or 3) new site utility work or any site work which will require excavation or work disturbing existing soil. This includes Single Family developments.



2024 ConApp-Tech Reminders

- 4.8.b Phase I/II ESA (Cont'd)
 - Applicants may request an exemption if they provide evidence they are constructing on rawland without any hazardous impacts or if they have an older Phase 1 report for a site they have retained ownership for and can attest that the site: 1) does not contain any underground storage tanks (USTs) for fuel or other potential contaminants, and 2) has not been used for illegal dumping or other prior uses which may lead to soil or water contamination.



2024 ConApp-Tech Reminders

- 4.8.b Phase I/II ESA: A Phase 1 is not required for in-place rehabilitation with no site work or any work outside of the building site such as utility work, sidewalks, parking etc.
- 4.8.b Hazardous Materials Survey
 - Hazardous Material Surveys are required for all existing buildings that are to be renovated and/or demolished. Asbestos, Lead based paint, Lead in soil, Lead in Water, PCBs, Radon, and a visual Mold survey are all required.

2024 ConApp – Tech Items

- 4.5a: Flood Zone: Info Required
- 4.7: Planning and Zoning Approvals: NOT REQUIRED
- 4.9a: Site Plan Approval: NOT REQUIRED
- 4.9c: Project Cost Summary/ETPB: NOT REQUIRED
- 4.9d: CT DOL Determination Letter: NOT REQUIRED
- 12.3: Historic Significance: REMOVED (refer to 4.4)

2024 ConApp – Tech Items

CHFA Technical Services Questions?



2. HTCC Guideline Updates & Reminders



2024 Guideline Updates

Gap Financing Requests

- Projects that already have CHFA or a DOH commitment in place (e.g., loan commitment, 9% Reservation)
 - Unavoidable /Unforeseeable cost increases
 - Must demonstrate contingency balance can not absorb and deferred developer fee is maxed out
 - HTCC can not be a substitute for developer cash equity or deferred developer fee
 - Betterments to the project are generally not considered funding gaps (this includes items that were previously removed through VE)

2024 Guideline Updates

Gap Financing Requests

- Complete Exhibit 12.12- HTCC Gap Financing Justification Form and submit with application (this form no longer requires CHFA/DOH signature in advance of submission)
- Applications seeking gap financing that already have DOH/CHFA commitments, particularly if balanced sources and uses were required, can anticipate a higher level of scrutiny.
- Applicants applying for gap financing are strongly encouraged to notify their CHFA underwriter in advance of an application submission.

2024 Guideline Updates

Gap Financing Requests

- HTCC staff will consult with CHFA underwriting, technical services staff and leadership to determine need and eligibility.
- CHFA may rely on project information and circumstances known that relate to existing DOH/CHFA commitments
- Final determination for eligibility for HTCC gap financing requests is at the sole discretion of CHFA.

2024 Guideline Updates

Evidence of Firm Financial Commitments

- Energy Rebates: firm commitment is a countersigned application (new construction) or letter of agreement (rehab)
- Deferred Developer Fee is considered firm if it is supported by a fully executed partnership or operating agreement
- Reserves: third-party evidence from the entity that holds/releases the reserves that shows that they will be used for the HTCC project. This includes CHFA held reserves. If the applicant holds the reserves, a board resolution is needed.

2024 Guideline Updates

Evidence of Firm Financial Commitments (continued)

- 9% LIHTCs: Reservation Letter
- 4% LIHTCs: Firm commitment for TEBs
- Applicants are encouraged to review the Guidelines (pg 7) to ensure that that proper documentation is submitted for all firm financial commitments that you are claiming points

2024 Guideline Updates

Permanent Supportive Housing

- If applying under this set-aside, include evidence that:
 - The **APPLICANT** is itself a Qualified Service Provider as listed and defined in the most current Supportive Housing Guideline



2024 Guideline Reminders

Application Requirements

- RLF – Evidence of Leveraged Funds (Points item, Exhibit 14.7)
 - Only funds that are available/accessible to the applicant will be considered leveraged funds (e.g- Line of Credit, Money Market, Loan/Grant Agreement)
 - Provide evidence that funds are available to be loaned and recent balance within 90 days of application deadline (e.g. bank statement or certified letter from accountant)

2024 Guideline Reminders

Application Requirements

- Revolving Loan Funds
 - Provide detailed description of program and copies of documents/templates to be utilized in administration of the fund (Exhibit 12.4)
 - NP certifies that uncommitted balances of previous HTCC revolving loan awarded funds do not exceed \$750,000 at the date of application. (Exhibit 12.5)
 - Committed funds do not count towards the \$750,000 limitation.

2024 Guideline Reminders

Application Requirements

- **Workforce Housing Set-Aside (Reminder!)**
 - If units can not be sold/rented to qualified household that live in the municipalities where they work, the funds will need to be returned.
 - There are no waivers or adjustments to this requirement.
- **Workforce Housing committing to Low Income Housing Service Period must provide copy of proposed deed/use restriction (Exhibit 14.6)**

2024 Guideline Reminders

RLF Compliance

- Funds are expected to be exhausted prior to three-year timeframe
- The fund must stay open for a minimum of three years; continue to provide quarterly reports
- Revolved funds should be receipted back to segregated account during the minimum three-year period



2024 Guideline Reminders

Critical Compliance Components Summarized

1. Obtain necessary project approvals (e.g.: zoning changes, municipal approvals, permits)
2. Maintain segregated bank account and accurate accounting records
3. Make good faith efforts to market the Housing Program



2024 Guideline Reminders

Critical Compliance Components Summarized (Continued)

4. Meet the required timeframes (complete 3 years from Date of Approval or Fund Inception for RLF)
5. Submit timely, accurate, and complete Quarterly and Closeout Reports
6. **Seek approval for Housing Program changes and modifications** (e.g.: budget revision, scope changes, HTCC allocation, income targeting, unit changes etc.)

2024 Guideline Reminders

Critical Compliance Components Summarized (Continued)

7. Participation in CHFA monitoring activities (e.g.: site visits, record inspections requests)

8. Avoid penalties and noncompliance designations



3. Rating and Ranking Changes



2024 Rating and Ranking Changes

Housing Development &

Housing Development Workforce Points

- CHFA aims to support smaller projects with fewer units and fewer public resources through the HTCC program
- Changes to the 2024 scoring reflect this ongoing priority

2024 Rating and Ranking Changes

Housing Development &

Housing Development Workforce Points

- 1.b. Balanced Sources and Uses points removed.
 - Applicants will continue to receive points for firm commitments in 1.a.
- 1.b. (was 1.c) % of project funded by HTCC
 - No points awarded for projects that have < 10% of project funded by HTCC Proceeds
 - Up to 8 Points awarded for > or =10% and < or = 75% of project funded by HTCC Proceeds

2024 Rating and Ranking Changes

Housing Development &

Housing Development Workforce Points

- 2.c. Supportive Housing Points.
 - MOU or Service Plan in place that must be approved by DHMAS
 - Points awarded for targeting homeless/chronically homeless
- 3.b. Number of years of relevant experience
 - REMOVED

2024 Rating and Ranking Changes

Housing Development &

Housing Development Workforce Points

- 2.b. Nonprofit Applicant Involvement NEW
 - Five points awarded if the **Nonprofit applicant** meets any of the following:
 - 1) For LIHTC projects, NP is sole member of general partner/managing member (if HA and NP share membership/partnership this would be acceptable),
 - 2) NP is the property manager of the Housing Development,
 - 3) Developer is the NP (or NP is sole member of the development entity), or
 - 4) NP is the full or sole member of the ownership entity.

2024 Rating and Ranking Changes

Housing Development &

Housing Development Workforce Points

- 4.d. State Sponsored Housing Portfolio (SSHP). Points reduced from 7 to 5.
- 4.e. # of Total Units in the development **NEW**
 - Up to five points awarded for smaller projects with 20 units or less

2024 Rating and Ranking Changes

Loan Fund Workforce & Revolving Loan Points

- No changes made in 2024










2024 Quarterly & Closeout Reports



- Reports have been revised and are posted on CHFA website
- 2024 Awards required to use new forms

General Info & Forms

-  **2024 - HTCC Round Guidelines**
This provides general information and guidance on the application associated with the state Housing Tax Credit Contribution (HTCC)
-  **HTCC - Quarterly Progress Report Form**
-  **HTCC - Quarterly Progress Report Form - Revolving Loan Fund**
-  **2023 - HTCC Overview Session - Presentation**
This is an overview of the Housing Tax Credit Contribution (HTCC) be held in April of 2023.
-  **2023 - HTCC Round Guidelines**
This provides general information and guidance on the application associated with the state Housing Tax Credit Contribution (HTCC)
-  **HTCC - Certificate of Project Completion**
-  **HTCC - Certificate of Project Completion - Revolving Loan Fund**

CHFA Procedures

- HTCC Program Procedures are unchanged from the last revision of early 2015
- HTCC Program Procedures may be found in Section IV TAX CREDIT PROGRAMS of the CHFA Procedures located on the CHFA website.

Income Limit Updates

- HTCC Rental Housing Programs/RLF utilize [HUD Section 8 Income Limits](#)
- HTCC Homeownership Housing Programs/RLF utilize the [CHFA Single Family Income and Sales Limits](#)
- Income and sales price limits may be adjusted annually

Applicable Policies

CHFA Board Policy Statements apply to the HTCC Program, and include:

- [Program Eligibility Requirements: Delinquent or Non-Performing Applicants - Policy Statement](#)
- [Multifamily Rental Housing Development Costs - Policy Statement](#)
- Any other policies as may be applicable



APPLICATION PROCESS AND FUNDING TIMELINE



Process and Timeline

- Applicants must use version 2024 of the CHFA-DOH Consolidated Application (which is available through the required SharePoint application site)
- Complete applications must be submitted through SharePoint no later than **June 5, 2024 by 4:00 p.m.**
- Deficiency Letters will not be sent.
- Applications missing “T” or Threshold items from the Exhibit Checklist will not be given further consideration.



Process and Timeline

- Applications scored against the program criteria
- Top scoring Housing Programs will be recommended for reservations until the pool of \$10,000,000 is exhausted
- Announcements made in September
- Approved applicants will have 60 days to provide executed Business Firm commitments

Process and Timeline

- The Business Firm makes the HTCC payment or “contribution” to the award recipient for its Housing Program
- The award recipient provides evidence in the form of a notarized statement with a copy of the check and evidence that the funds are in a segregated account
- CHFA issues a tax credit voucher to the Business Firm



Process and Timeline

- Any uncommitted funds become available to the next highest ranked applicants who are able to secure Business Firm commitments
- Business Firm commitments for these uncommitted funds will be due 30 days from notification of funds availability



2024 Calendar

May

- SharePoint Site Requests must be received by **May 31, 2024**

June

- Applications due to SharePoint on **June 5, 2024 by 4:00 PM**

September

- Announcement posted on CHFA's website of eligible Housing Programs to which Business Firms contribute

November

- Contributing Business Firm applications are due to CHFA November 2024
- Uncommitted funds become available to the next highest ranked applicants who can secure Business Firm commitments

December

- Applications for contributing Business Firms for uncommitted funds are due to CHFA by December 2024



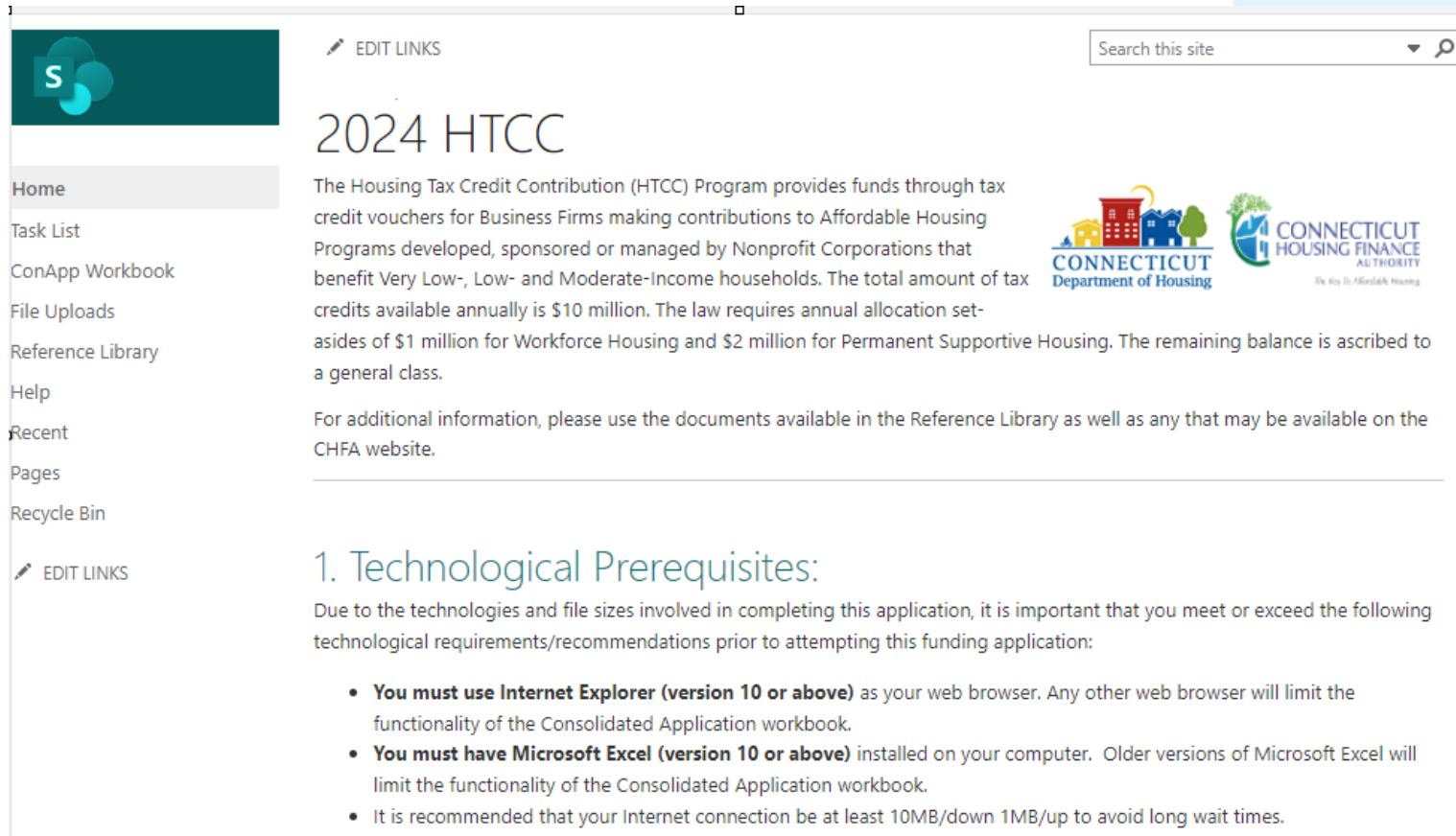
SHAREPOINT



What is SharePoint

SharePoint is used to submit a Consolidated Application to CHFA and DOH

It is a Microsoft-based product that will create a website for each application submitted, and then allow direct download of information for the recipient



The screenshot shows a SharePoint page titled "2024 HTCC". The page features a navigation sidebar on the left with options like Home, Task List, ConApp Workbook, File Uploads, Reference Library, Help, Recent, Pages, and Recycle Bin. The main content area includes a search bar, a description of the HTCC program, and a list of technological prerequisites. The prerequisites list includes: Internet Explorer (version 10 or above), Microsoft Excel (version 10 or above), and a minimum internet connection speed of 10MB/download and 1MB/up.


EDIT LINKS

Search this site

2024 HTCC

The Housing Tax Credit Contribution (HTCC) Program provides funds through tax credit vouchers for Business Firms making contributions to Affordable Housing Programs developed, sponsored or managed by Nonprofit Corporations that benefit Very Low-, Low- and Moderate-Income households. The total amount of tax credits available annually is \$10 million. The law requires annual allocation set-asides of \$1 million for Workforce Housing and \$2 million for Permanent Supportive Housing. The remaining balance is ascribed to a general class.

For additional information, please use the documents available in the Reference Library as well as any that may be available on the CHFA website.



CONNECTICUT
Department of Housing

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HOUSING FINANCE
AUTHORITY
The Key to Affordable Housing

1. Technological Prerequisites:

Due to the technologies and file sizes involved in completing this application, it is important that you meet or exceed the following technological requirements/recommendations prior to attempting this funding application:

- **You must use Internet Explorer (version 10 or above)** as your web browser. Any other web browser will limit the functionality of the Consolidated Application workbook.
- **You must have Microsoft Excel (version 10 or above)** installed on your computer. Older versions of Microsoft Excel will limit the functionality of the Consolidated Application workbook.
- It is recommended that your Internet connection be at least 10MB/download 1MB/up to avoid long wait times.

How to get access to SharePoint

- The Applicant should send an email to applicationrequest@chfa.org providing:
 - Funding Round (e.g., 9% LIHTC, HTCC, SSHP, etc.)
 - Application Name (Project Name)
 - Company Name (Applicant)
 - Primary Contact Name
 - Primary Contact Email
 - Primary Contact Phone
 - Email addresses of any additional users who need access
- Each application request will require a separate email to be sent
- Allow 2-3 business days for website to be created
- Receive email with access to the application specific website
- A Microsoft Account will have to be created for each email address used in SharePoint
- All SharePoint requests must be submitted by 4:00 PM on Friday, May 31, 2024, to allow time to create the application websites

Sharing the Site

- **SharePoint allows site sharing, which means multiple team users can work on the application concurrently. This allows multiple users to:**
 - **Assign and complete tasks**
 - **Update one Consolidated Application workbook**
 - **Upload files as necessary**

However, team members cannot share the site with others, request to add users must be made to applicationrequest@chfa.org.




SharePoint – Task List

- Shows list of tasks associated with the application
- Tasks can be assigned to specific team members and be given due dates
- Provides a timeline of activity prior to application submission date
- Once all items are checked off, the application website will lock, and your application will be submitted



SharePoint – Task List



[EDIT LINKS](#)

Search this site

Task List ⓘ

Use this checklist to keep your team focused on the upcoming tasks related to completing this funding application. New tasks can be created and assigned to individual team members that this application site has been shared with. The timeline below shows important upcoming dates. Below are tasks to be completed. (For help on how to use this checklist, click here.)

IMPORTANT: To submit this application for review, check-off all items on the task list below. (Once submitted, you will not be able to make further changes to this application.)

Today

September 2023
October 2023

Add tasks with dates to the timeline

+
new task or edit this list

All Tasks
Calendar
Completed
...

Find an item

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title	Due Date	Assigned To
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that you meet the technological prerequisites (Section 1. above)	...	
<input type="checkbox"/>	<input type="checkbox"/>	(Optional) Set up Pre-Application Meeting with CHFA and DOH (if needed)	...	
<input type="checkbox"/>	<input type="checkbox"/>	Share this site with your Development Team	...	
<input type="checkbox"/>	<input type="checkbox"/>	Upload all appropriate documents/exhibits as noted in the Consolidated Application Workbook	...	
<input type="checkbox"/>	<input type="checkbox"/>	Complete the Consolidated Application Workbook (see below)	...	
<input type="checkbox"/>	<input type="checkbox"/>	Ready for Review (Check when ready to submit application)	...	



Consolidated Application Workbook

- Built into SharePoint and can be downloaded from SharePoint
- Can be edited and saved directly to site allowing team members to work on the same file, most updated version.
 - Microsoft updated their security protocols and disabled macros in files from the internet. The workaround to enable macros is to download and save the ConApp to your PC and then open it from there. Upload back to SharePoint when complete (prior to submission deadline)
- Can be downloaded from CHFA and DOH websites, then uploaded to SharePoint when complete (prior to submission deadline)
 - The version submitted must be the same as what is available to download from the SharePoint application site (Home page)

Consolidated Application Workbook



EDIT LINKS

ConApp Workbook ⓘ

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ConApp Workbook

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EDIT LINKS

The Microsoft Excel Consolidated Application Workbook is listed below. Click the workbook to open it in Excel on your desktop. Once it is opened on your desktop, choose the type of application you will be applying for by pressing the appropriate buttons on the Exhibit Checklist form. Be sure to click the "Core Items" button first, then the appropriate funding source button to show the applicable information. When you click the save button it will automatically upload your latest changes here. (For help on how to complete this workbook, click here.)

 New  Upload  Sync  Share  More ▾

All Documents ... Find a file 

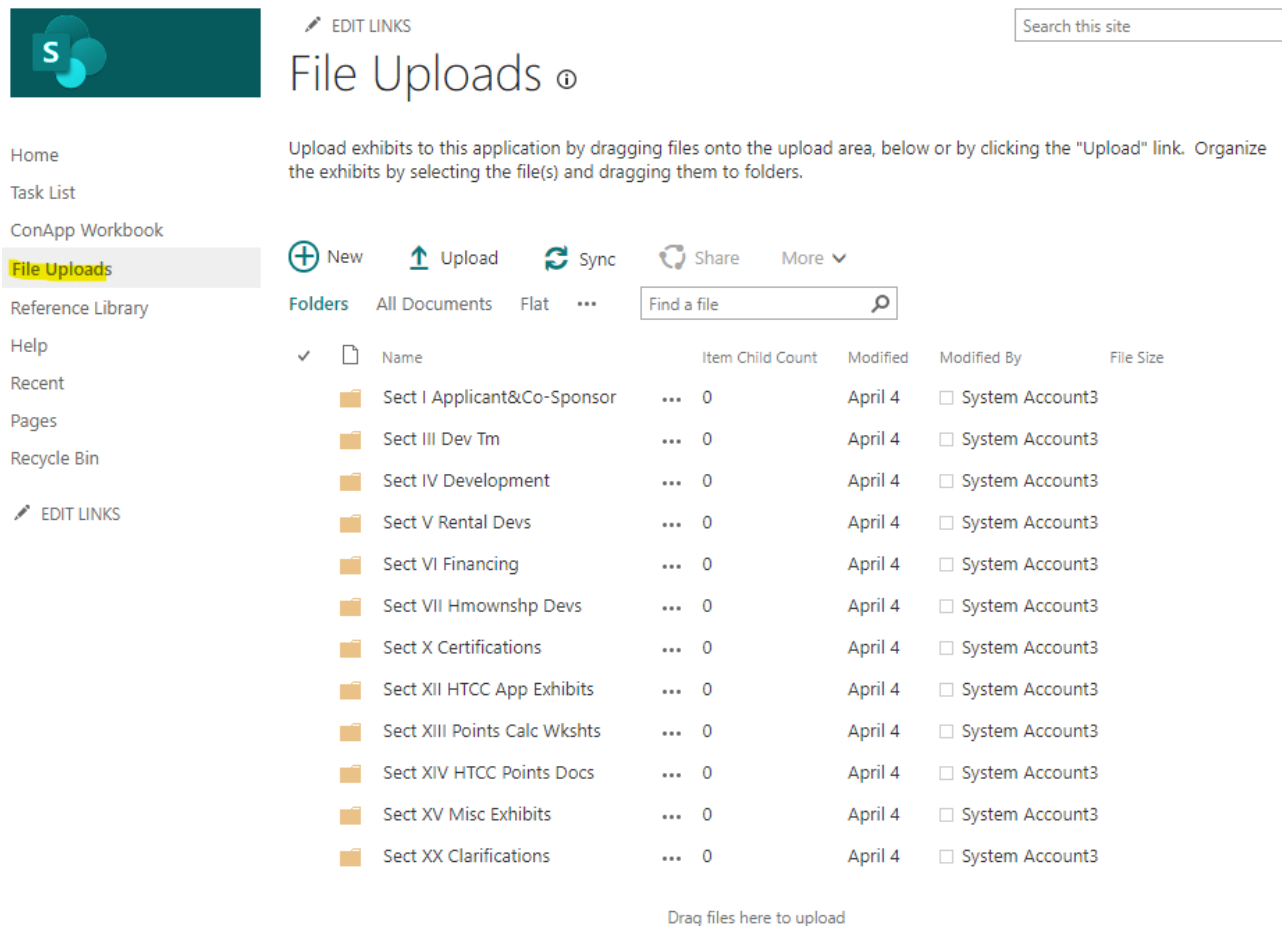
✓		Name	Modified	Modified By
		ConApp Wkbk 2024 ...	April 4	<input type="checkbox"/> System Account3

Drag files here to upload



File Uploads

- Section folders are aligned with sections in the Consolidated Application
- Upload files to the relevant section folders
- Keep file names **short and relevant**



EDIT LINKS

Search this site

File Uploads

Upload exhibits to this application by dragging files onto the upload area, below or by clicking the "Upload" link. Organize the exhibits by selecting the file(s) and dragging them to folders.

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Task List
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Folders All Documents Flat ... Find a file

Item	Name	Item Child Count	Modified	Modified By	File Size
✓	Sect I Applicant&Co-Sponsor	...	April 4	System Account3	
	Sect III Dev Tm	...	April 4	System Account3	
	Sect IV Development	...	April 4	System Account3	
	Sect V Rental Devs	...	April 4	System Account3	
	Sect VI Financing	...	April 4	System Account3	
	Sect VII Hmownshp Devs	...	April 4	System Account3	
	Sect X Certifications	...	April 4	System Account3	
	Sect XII HTCC App Exhibits	...	April 4	System Account3	
	Sect XIII Points Calc Wkshts	...	April 4	System Account3	
	Sect XIV HTCC Points Docs	...	April 4	System Account3	
	Sect XV Misc Exhibits	...	April 4	System Account3	
	Sect XX Clarifications	...	April 4	System Account3	

Drag files here to upload

Reference Library

- This section includes templates and forms that are to be completed and submitted with each application (as applicable)

S

[EDIT LINKS](#)

Reference Library

- Home
- Task List
- ConApp Workbook
- File Uploads
- Reference Library
- Help
- Recent
- Pages
- Recycle Bin
- [EDIT LINKS](#)

[Overview](#)

Completing this application may require input from various reference materials located on the CHFA and DOH websites. For your convenience, the following links to these materials are provided:

Reference Library

[+](#) New
[↑](#) Upload
[↻](#) Sync
[↻](#) Share
More ▾

	Name		Modified	Modified By
✓	10.1 Certifications	...	April 4	<input type="checkbox"/> System Account3
	10.6 HTCC Certification	...	April 4	<input type="checkbox"/> System Account3
	12.12 HTCC GapFinJustification Fm	...	April 4	<input type="checkbox"/> System Account3
	12.8 Bldg Roster	...	April 4	<input type="checkbox"/> System Account3
	14.7 RLF Leveraged Funds	...	April 4	<input type="checkbox"/> System Account3
	4.3.b Hmownshp Dev Proj Narrative	...	April 4	<input type="checkbox"/> System Account3
	General Sharepoint Web App Instructions	...	April 4	<input type="checkbox"/> System Account3

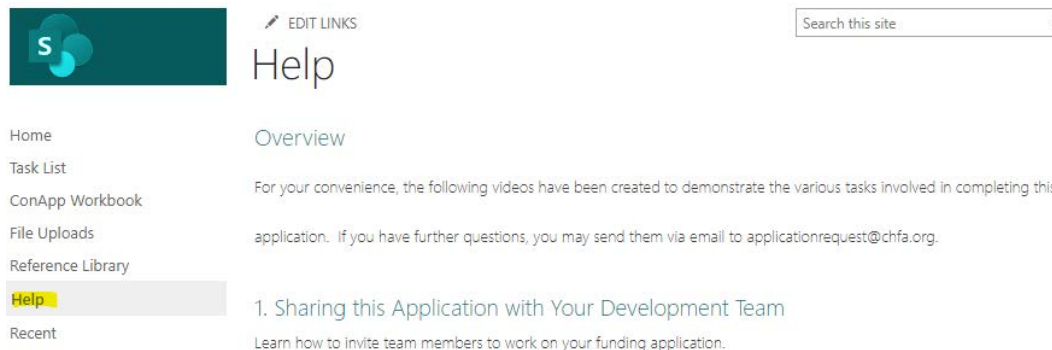
Drag files here to upload

DOH Reference Materials:
[The DOH Reference Library](#)



Help Section

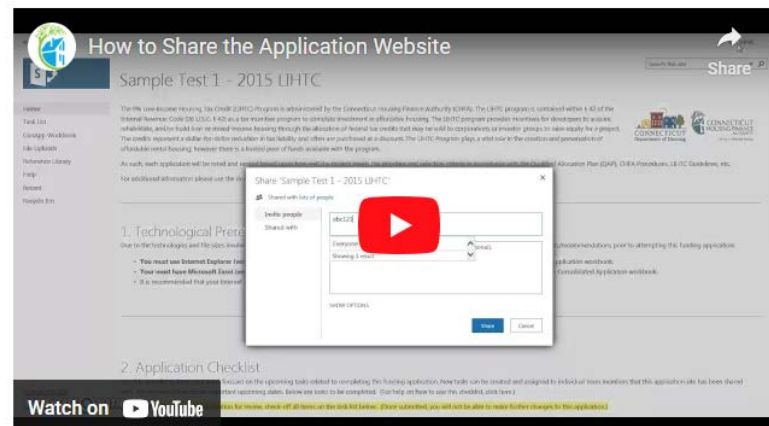
- There is a Help section available to walk users through the steps to use each section of the SharePoint website
- Accessed through the menu in the upper left section of the Home screen, or by clicking help links in each section description



The screenshot shows the SharePoint interface. On the left is a navigation menu with items: Home, Task List, ConApp Workbook, File Uploads, Reference Library, **Help** (highlighted), Recent, Pages, and Recycle Bin. The main content area is titled 'Help' and includes an 'EDIT LINKS' button and a search box labeled 'Search this site'. Below the title is an 'Overview' section with the text: 'For your convenience, the following videos have been created to demonstrate the various tasks involved in completing this application. If you have further questions, you may send them via email to applicationrequest@chfa.org.'

1. Sharing this Application with Your Development Team

Learn how to invite team members to work on your funding application.



The screenshot shows a SharePoint page titled 'How to Share the Application Website' for 'Sample Test 1 - 2015 LIHTC'. The page content includes a 'Share' button and a video player overlay. The video player has a red play button and a title 'Share "Sample Test 1 - 2015 LIHTC"'. Below the video player, there is a 'Share with' field containing 'shel12' and a 'Share with' dropdown menu. The page also features a 'Watch on YouTube' button at the bottom.



Submitting the Application

- Applications for HTCCs are **due by 4:00 PM on Wednesday, June 5, 2024**
 - SharePoint will be locked for further editing after this time, and any items that are not completely uploaded by then will be considered deficient
- It is recommended to upload documents as they are completed to avoid any potential submission errors due to attempts to upload to the site at the cutoff time
- CHFA will not review any uploads to the SharePoint site until after the application submission date/time
- Nothing submitted via email will be considered as part of the application unless requested specifically by CHFA or DOH
- To submit your application and lock your website, mark all the items in the Task List section as complete.

CONSOLIDATED APPLICATION



Consolidated Application

- Large Excel workbook designed to be used for numerous funding rounds
- Includes templates for required forms and instructions
- Shows Threshold Requirements for each type of application (Exhibit Checklist)
- Has links throughout for ease of navigation and reference
- Includes buttons on the Exhibit Checklist to show only necessary items based on the funding round



Using The Consolidated Application

- Start on the Exhibit Checklist, by clicking the “Core Items” button, then clicking the appropriate funding round buttons
- This will hide any items not needed for that specific round
- If a mistake is made, or additional exhibits are needed, click “Show All”
 - Information will not be lost, just hidden until “Show All” button is selected
- Fill out blank fields, checkboxes, drop downs on the Application worksheet



Consolidated Application cont'd

4.1 Development Information

Development Name _____

Development Type Family
Elderly
Supportive Housing

Development Address _____

City _____

Metropolitan Area _____

Drop Downs



Data Tables

DEVELOPMENT NAME	0		
	Construction Sources	Permanent Sources	Grant [Y] or [N]
PITAL, GRANTS, Etc.			
DOH / HUD HOME Funds			
DOH Affordable Housing Program - FLEX			
DOH Housing Trust Fund			
DOH / HUD CDBG Small Cities Fund			
DOH Other [Specify]			
Other Public Funds [Specify]			
Federal LIHTC Net Proceeds		0	N/A
Federal Historic Tax Credit Net Proceeds			N/A
State Historic Tax Credit Net Proceeds			N/A
CT HTCC Tax Credit Proceeds			N/A
Developer / Investor Cash Equity			N/A
Homeownership Sales Proceeds			
Energy Rebates			
Existing Property Reserves			
Other [Specify]			
Other [Specify]			
Sub-Total	\$0	\$0	



1.1 Applicant (Owner/Mortgagor)

Applicant Name _____

Applicant Address _____

City _____

Contact Name _____

Phone _____

Email _____

Website _____

If awarded funds pursuant to this application, will the applicant or co-sponsor be-formed and anticipated name and date formed.

Please check appropriate Applicant type:

Housing Authority For-Profit Entity

Partnership* Limited Liability Company

Other _____

If "Other" _____



Checkboxes

Using The Consolidated Application

- Complete other required worksheets to be included with submission
- Print and sign any applicable signature documents.
 - Scan and upload signature documents with application submission via SharePoint
- Version # 2024 must be used for submission
- If something needs to be modified, a request to unlock specific sections can be made, but must include an explanation

MAINTAINING COMPLIANCE



HTCC Compliance

- Program compliance begins after credits are awarded
- Compliance consists of Quarterly Report submissions and site visit inspections with CHFA staff and the sponsor
- Quarterly Reports are due no later than the 15th of January, April, July, and October of each year for three years or until the project has closed out



HTCC Compliance

- Quarterly Reports and all back-up documentation must be uploaded to the HTCC dropbox via the link on the CHFA website
- Quarterly reports must be accompanied by a disbursement/accounting summary of the Housing Programs segregated account, applicable invoices, and progress photos taken at the properties.
- Information must match submitted quarterlies, if permits and financing commitments weren't provided during application they should be provided once obtained.



HTCC Compliance

- In accordance with the HTCC Guidelines, changes to the allocation of HTCC funds must be discussed with CHFA. Their intended use is not fungible.
- Any material deviation requires CHFA written consent, failure to obtain written consent shall be considered an event of noncompliance.



HTCC Compliance

- Failure to submit Quarterly Reports and/or respond to findings of non-compliance will have a negative impact on all future applications by the sponsor or any affiliated entities
- Applicants who fail to timely provide four (4) quarterly reports or those with Housing Programs in material non-compliance may be ineligible to apply for funds and will be classified as programmatic noncompliant



HTCC Compliance

- Applicants are advised to familiarize themselves with CHFA's Policies, Procedures and Guidelines so that they are aware of the penalties for noncompliance.



HTCC Closeout

- Upon project completion, each applicant is required to complete a project closeout form
- Applicants should additionally provide:
 - Certificates of Occupancy
 - Notarized CHFA Certificate(s) of Completion
 - Summary of expenditures
 - Evidence of non-profit continued compliance (tracked by CHFA)



HTCC Closeout

- Failure to submit final completion documents within ninety (90) days of project completion will result in the ineligibility of the applicant in the HTCC Program for a period of two (2) consecutive funding rounds.
- Failure to proceed with the Housing Program or demonstrate completion within the required timeframe with may result in funds being reclaimed and/or ineligibility of the applicant in the HTCC Program for a period of two (2) consecutive funding rounds.



2024 HTCC Program Overview Top 10 Tips!



10. Cultivate potential relationships: the pool of investors is not deep.
9. Don't wait until the last minute to submit your application – give yourself time to address questions or issues with your submission.
8. Follow the Exhibit checklist and read the application to clearly understand what is required - If there is a “T” on the checklist, it is a threshold requirement.

7. If you are an applicant checking “Yes” that there is an identity of interest between development team members, you must submit certification explaining the relationship.
6. Total expected sources should not include the current HTCC request (Housing Development Points Worksheets). There is a separate line for prior round HTCCs.



5. Issues arise when applicants alter, edit, or delete parts of the Consolidated Application, including formulas, which causes errors because many of the worksheets are linked and are threshold exhibits.
4. Avoid having conflicting information, like the unit mix on the application tab vs. rental income sheet – double check your application before submission.
3. Applicants submitting an application that is missing threshold item(s), no matter how minor they may seem may not move forward in the round due to missing threshold items.

2. Applicants should read the Guidelines and ensure they meet application requirements.
1. Read the instructions in the ConApp carefully. Remember there is **NO DEFICIENCY PERIOD** – double check and triple check your application submission to make sure all required items are included.

Tips for Applicants *Previously Funded*

- Maintain program compliance and eligibility to apply.
- Submit complete quarterly reports on time, using the proper forms.
- If an applicant needs to make changes to their housing program after they have been awarded, they should submit their request as soon as possible.
- Keep track of your closeout date and make sure to submit required closeout materials on time.



Contacts



HTCC application or compliance questions:

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ConApp or SharePoint questions:

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2024 HTCC Program Overview



QUESTIONS & ANSWERS

