



CONNECTICUT
HOUSING FINANCE
AUTHORITY

LOW-INCOME HOUSING TAX CREDIT (LIHTC) PROGRAM



2022 and 2023 Qualified Allocation Plan (QAP)

ANNUAL OVERVIEW SESSION September 13, 2022



INTRODUCTION AND POLICY QUALIFIED ALLOCATION PLAN

TERRY NASH GIOVANNUCCI, CHFA



CHFA's Board of Directors Task Force



- **Role of Allocating Agency**
- **Alignment with the State's housing policy**
- **Production and outcomes driven by current policy**
- **Public input – comment periods and working groups**



Broad Policy

Two-year QAP governs 2022 *and* 2023

Two Classifications:

- Preservation of existing *occupied* multifamily housing
- New Construction

Target split: 25% / 75%



Preservation Classification

- **Completed Applications to be evaluated solely on their satisfaction of specific Preservation priorities**
- **No points awarded**
- **Competition within the category**



Preservation Classification

- **Greatest need**
- **Connection to Community Revitalization**
- **Expiring use restrictions or re-syndication**
- **Preservation of housing tied to opportunity areas**
- **Energy efficiency and sustainability**
- **Experienced developer**



Continuing Broad Policy Goals

- **Rental Affordability and Special Needs (Supportive) Housing**
- **Family Focus – Non Age Restricted Housing**
- **Sustainable Design**
- **Deconcentrating Poverty**



**2023 9% LIHTC ROUND
PRELIMINARY APPLICATION,
9% LIHTC ROUND PROCESS,
AND HELPFUL HINTS**

DEBBIE ALTER, CHFA



Important Dates



- **September 19, 2022: Preliminary Application submission period begins**
- **September 28, 2022 – November 23, 2022: Pre-Application Conferences take place**
- **October 14, 2022: SHPO and CEPA pre-application notifications due**
- **November 4, 2022 – Preliminary Application submission period ends**
- **December 6, 2022: Applications due for Taxable Bonds**
- **December 31, 2022: Soft letters issued for Taxable Bonds**
- **January 4, 2023: Sharepoint site request deadline**
- **January 11, 2023: 9% LIHTC applications due by 4:00 PM**



Preliminary Application Process

- All LIHTC Applicants are required to submit a Preliminary Application to CHFA, and attend a Pre-Application Conference
- The 2023 9% LIHTC Round Preliminary Application period will run concurrently with the DOH Development Engagement Process
- Applicants must utilize the DOH/CHFA joint online Preliminary Application
- Preliminary Applications will be accepted between September 19, 2022, and November 4, 2022



Pre-Application Conferences

- **Within ten days of receipt of a Preliminary Application, CHFA will schedule the Pre-Application Conference**
- **Participants will include CHFA and DOH underwriting and architectural staff**
- **Applicants may include any members of their development team**
- **High-level discussion of the proposal**
- **Staff cannot provide points determinations at the Pre-Application Conference**



Submission of 9% LIHTC Applications

- Applications (including all required exhibits) must be uploaded to SharePoint no later than 4:00 pm on January 11, 2023
- SharePoint sites must be requested by January 4, 2023
- A check for the non-refundable application fee must be sent to CHFA's office

LIHTC Application Fees:

- For-profit applicants: \$1,000
- For-profit applicants (less than 20-units): \$500
- Not-for profit applicants: \$250

Taxable Bond Financing Application Fees:

- For-profit applicants: \$2,500
- Not-for profit applicants: \$1,250



9% LIHTC Review Process

- All threshold items must be submitted for an application to be considered

Caution: There is no deficiency period and applications must be complete

- CHFA reserves the right to request clarification on submissions; however, no new information will be accepted
- Clarification calls are anticipated to take place in February/March 2023



9% LIHTC Review Process

- Points review calls will be offered to applicants upon completion of the scoring, targeted for early April 2023*
- Recommendations for awards are anticipated to be presented to the CHFA Board of Directors at its meeting April 27, 2023*

**Dates shown here are tentative and subject to change*



Basic Threshold Requirements

- **All applications must demonstrate a credible financing plan**
 - **9% Credit not to exceed \$30,000 per qualified unit and**
 - **20% of the population component of the 2023 Credit Ceiling (currently estimated to be \$1,874,910)**
 - **Firm commitments for funding must be submitted for all proposed sources, except for DOH funding**
 - **The information on Ex. 6.5 Sources of Funds must agree with the commitment letters and/or letters of interest**



Basic Threshold Requirements

- **Site Control and Zoning Approval required**
- **20% of the total units must be targeted to households above 30% AMI and at or below 50% AMI**
- **40-year affordability commitment is required**
- **Plans and Specifications must be at a minimum 40% completion level**



Basic Threshold Requirements

- A Qualified Development team is required
 - Applicants must comply with CHFA's Program Eligibility Requirements
 - Architects and General Contractors must be licensed in Connecticut
 - Management Companies must be approved by CHFA
- See QAP for complete list of Basic Threshold Requirements



Development Team Capacity

- Applicants will be evaluated on past performance:
 - Ability to meet established timelines
 - Deviation from proposed costs
 - Execution of proposals as originally submitted
 - Compliance with tax credit and other funding programs
 - Successful operation of developments
- Applicants are encouraged to review the capacity of all Development Team Members



Development Team Capacity



Reminder: If the Applicant has direct or indirect ownership interest in a 9% LIHTC Program application or development that received an award in both of the preceding two calendar years, previously awarded reservations must be on track to meet LIHTC Program benchmarks as determined by CHFA.



Underwriting Standards

- **1.15 minimum Debt Service Coverage Ratio (DSC) at year one**
- **If proposing to carry amortizing debt, a 1.0 minimum DSC is required without utilizing reserves for the 15-year compliance period**
- **Developer Allowance/Fee Up to 15% of Total Construction and Soft Costs in accordance with the sliding scale found in the CHFA Procedures**

[See Multifamily Underwriting Standards Summary](#)



Underwriting Standards

- **Trending: 2% Income
3% Expenses**
- **Applicants should refer to the CHFA Per Unit Operating Expense Range Guidelines**

NOTE: The Operating Expense Range amounts are for the current year and must be trended 3% each year to the proforma stabilized year

See Multifamily Underwriting Standards Summary

GUIDELINES



Income Averaging Minimum Set Aside

- Applications may propose the use of the Income Averaging Minimum Set Aside
- Requirements for the use of Income Averaging can be found in the LIHTC Guidelines on CHFA's website
 - CHFA requirements may be superseded at any time by IRS guidance
- Applicants and Managing Agents need to understand the potential compliance challenges



Hybrid Financing Structures

- **Must be of a scale to produce demonstrable savings of scarce resources and increased production of affordable housing units**
- **Applicants must discuss the intention to submit a hybrid financing proposal at the pre-application conference**
- **Proposal must meet criteria outlined in the QAP and Hybrid Financing Structure Guideline**



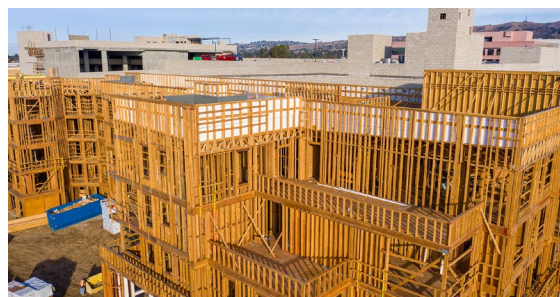
Application Classifications

- **Preservation Classification**
 - Primarily constitute the substantial rehabilitation of existing occupied multifamily rental housing
 - If the property is being demolished, the proposal must include the same number of units to be considered in the Preservation Classification
 - Not subject to scoring but are evaluated based on a list of priorities outlined in the QAP



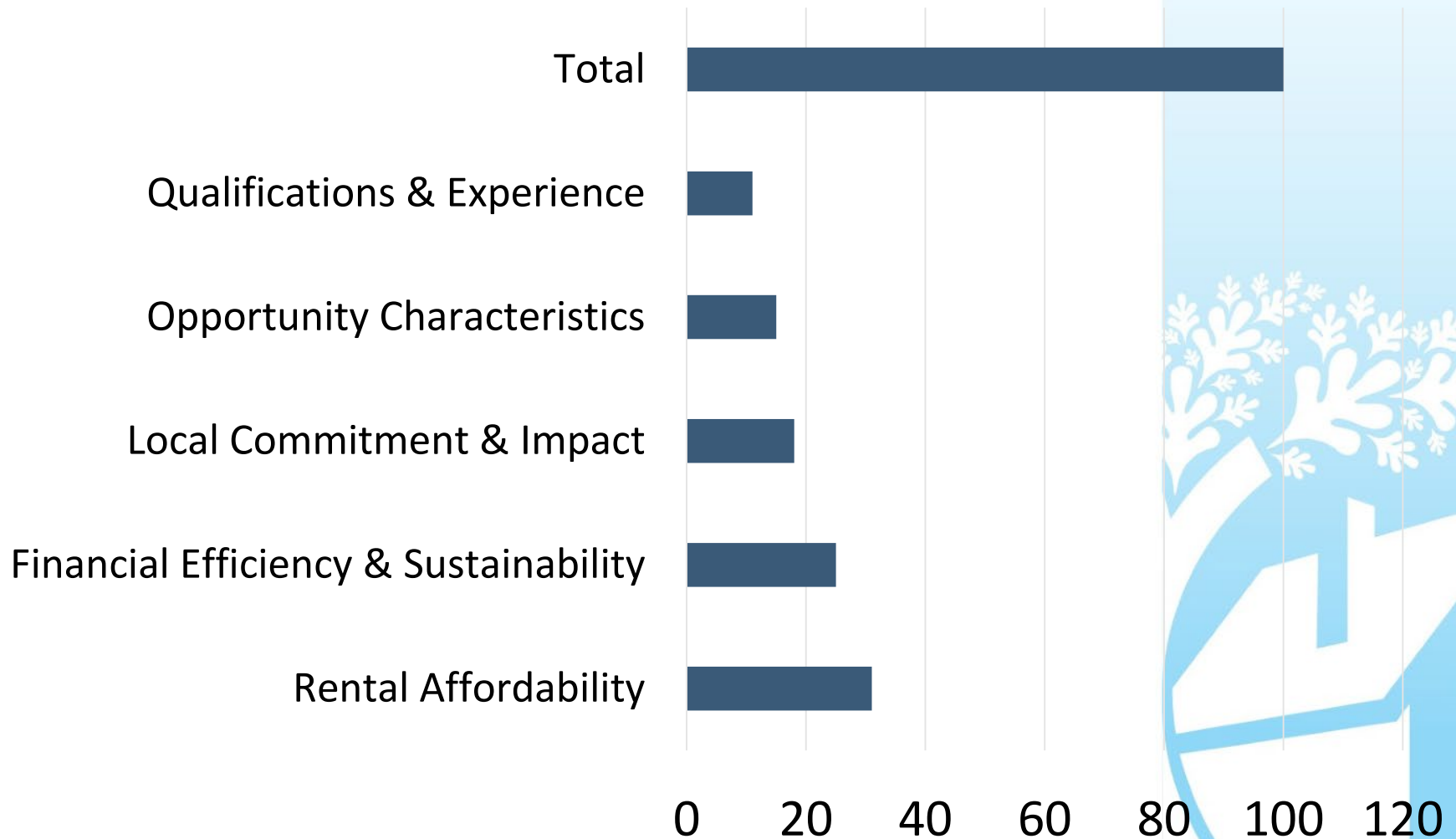
Application Classifications

- **New Construction Classification**
 - Includes any application not eligible in the Preservation Classification
 - Will be scored in accordance with the QAP
- **CHFA intends to award 25% of the 9% credits to the Preservation Classification and 75% to the New Construction Classification**



2022 and 2023 QAP

Weight of Priorities in Points for New Construction Classification



Helpful Hints - Points

- **Supportive Housing Units:**
 - Provide a supportive services plan prepared by a Qualified Service Provider
 - Include a budget for the supportive services
 - Must demonstrate a plan to obtain funding for supportive services that will be sustainable for at least 15 years
 - If it is expected that there will be a pre-funded service reserve, it must be included in the development budget
 - If the expenses will be carried in the operating budget, the application must reflect this



Helpful Hints - Points

- **Supportive Housing Units (cont.)**
 - If the supportive housing units are not covered by rent subsidies, do not assume the tenants will have sufficient income to pay tax credit rents
 - Assume that when connected to services, the tenant will receive SSI income
 - \$794 per month in 2022, expected to increase in 2023
 - Rental income assumption for supportive housing units cannot exceed 30% of the SSI amount



Helpful Hints - Points

- **On-site Resident Services Coordinator**
 - Must provide a signed Acknowledgement of Guidelines for Resident Service Coordinators in order to receive points
 - Please indicate whether a full-time or part-time RSC is included
- **Other Permanent Funding Sources:**
 - Non-debt sources
 - Does not include state-administered funds or developer funds
 - Non-Debt Commitments should be firm and quantifiable over 20 years



Helpful Hints - Points

- **Other Permanent Funding Sources (cont.):**
 - Land contribution requires an appraisal no older than 12 months from the application due date
 - CHFA may adjust the value for negative conditions
 - Tax agreement requires evidence of approval and applicant must provide a calculation of its value
 - Funds from a housing authority or municipality may be counted; see definition of “Municipal Resources” in the Glossary for more information



Helpful Hints - Points

- **Cost Effectiveness, Intermediary Costs:**
 - **Third-party services related to project development**
 - **CHFA will determine which costs must be included in the calculation**
 - **Please note, the ConApp cannot identify if something put on an “Other” line item in the Development Budget should be included in this calculation**



Helpful Hints - Points

- **Priority Locations**
 - Map found on OPM website
 - Make sure you are using the 2018-2023 map
 - A link is in the ConApp
 - Local bus stop is not a mass-transit station
 - Maps and schedules may be provided to evidence existence of local bus service provided 7 days a week within ½ mile of the development

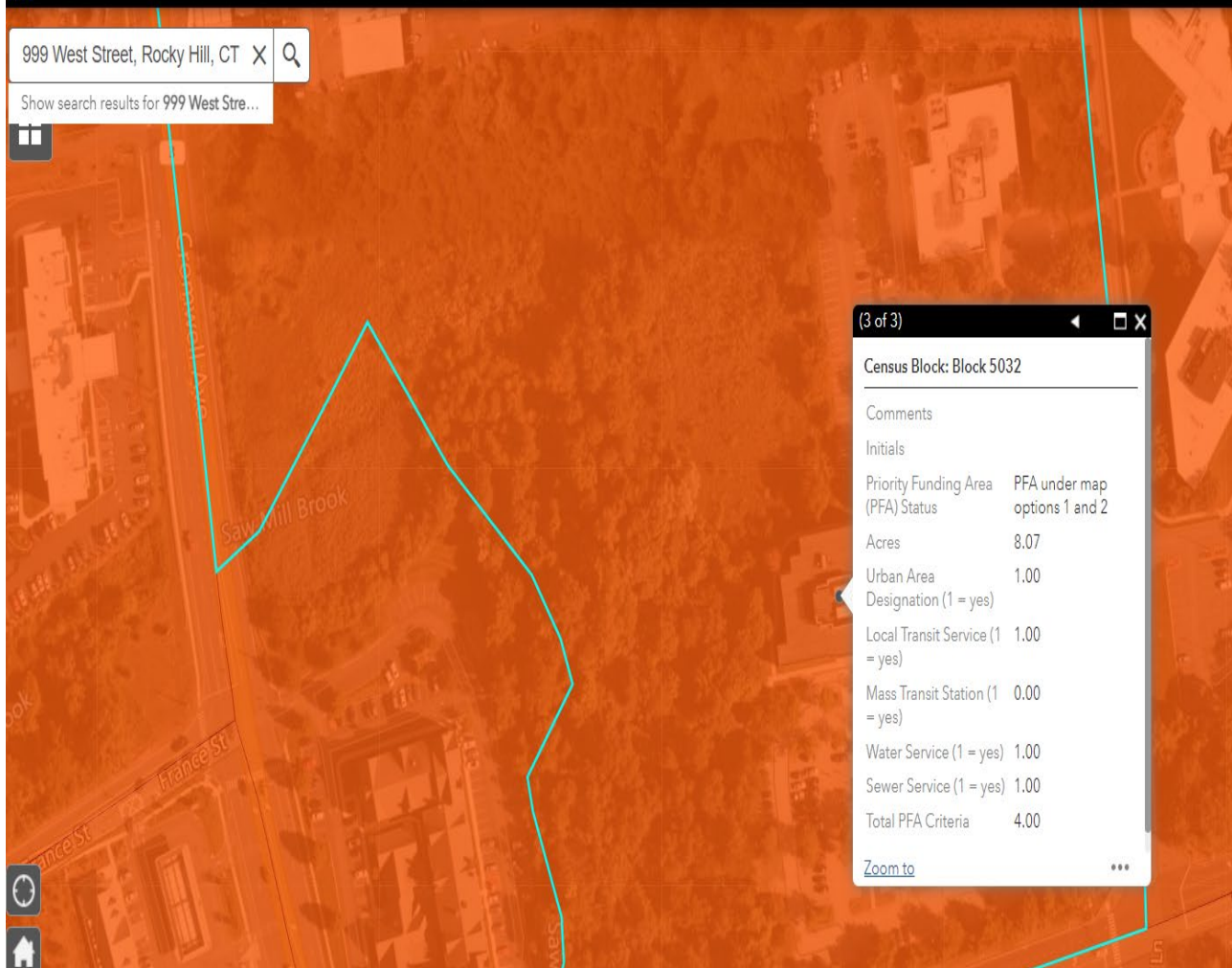


Helpful Hints - Points

2018-2023 Draft LGM - Interactive Web App CT Office of Policy and Management

999 West Street, Rocky Hill, CT

Show search results for 999 West Stre...



(3 of 3)

Census Block: Block 5032

Comments

Initials

Priority Funding Area (PFA) Status	PFA under map options 1 and 2
Acres	8.07
Urban Area Designation (1 = yes)	1.00
Local Transit Service (1 = yes)	1.00
Mass Transit Station (1 = yes)	0.00
Water Service (1 = yes)	1.00
Sewer Service (1 = yes)	1.00
Total PFA Criteria	4.00

[Zoom to](#) ...



Helpful Hints - Points

- **Transit-Oriented Development**
 - Local bus stops are not acceptable for Proximity to Transit points
 - Maps must be provided to support points claim
- **Concerted Community Revitalization Plan and/or Affordable Housing Plan**
 - Plan must have been adopted as of the Preliminary Application deadline of November 4, 2022
 - Proposed property site must be within the geographic area defined by the plan
 - A standard land use or comprehensive plan is not eligible unless it contains a specific revitalization component



Helpful Hints - Points

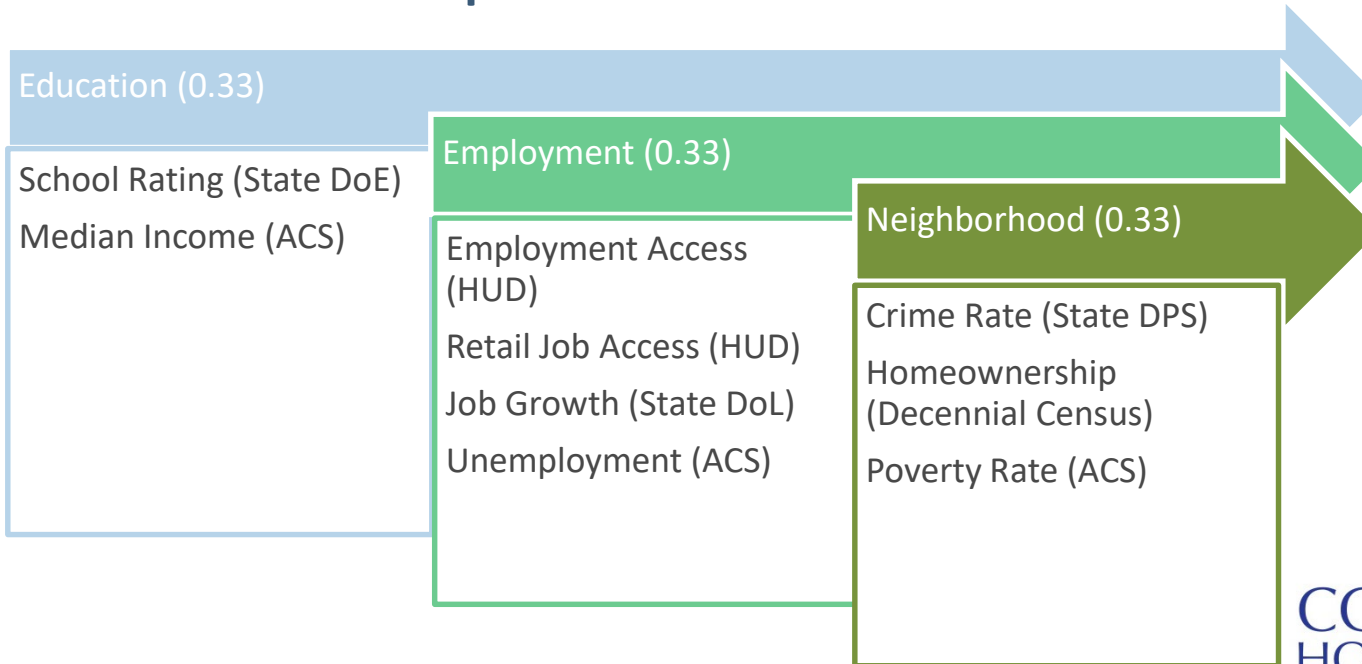
- **Concerted Community Revitalization Plan and/or Affordable Housing Plan (cont.)**
 - The organization or group that adopted the plan must certify that no principal of the developer initiated the plan; points will not be awarded without a current certification
 - Completion of the Proposed Development must contribute to one or more of plans stated goals
 - The organization or group must have made, or be committed to making, specific investments in non-housing infrastructure, amenities, or services beyond the Proposed Development.



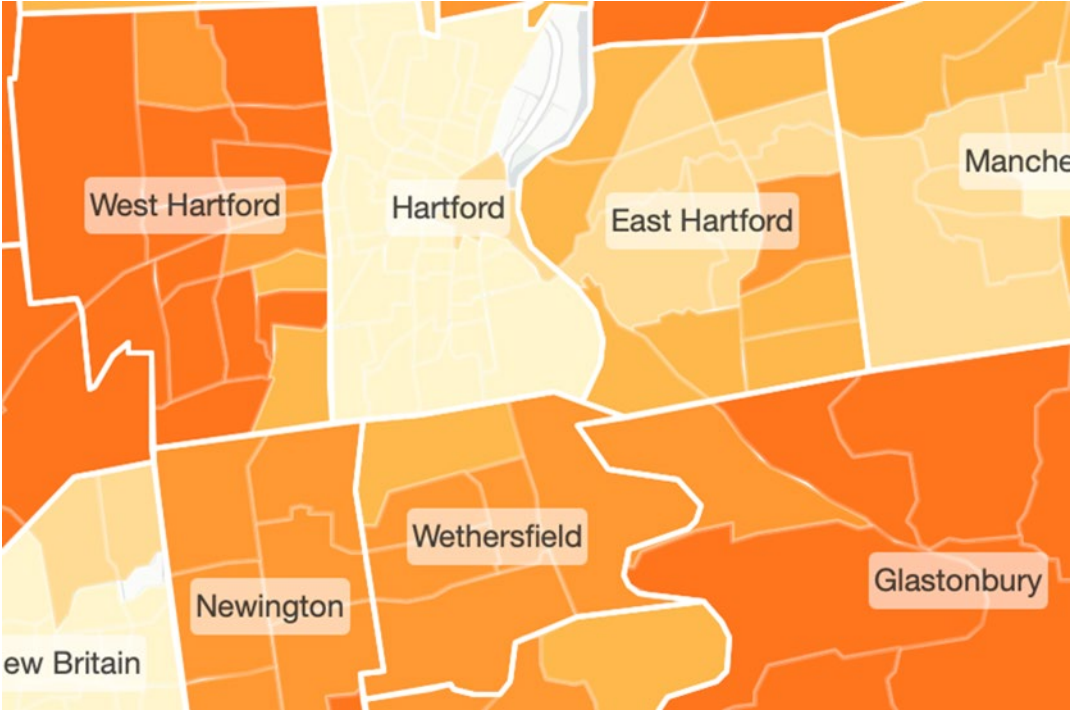
Helpful Hints - Points

- **Opportunity Characteristics Map**

- In 2021, DOH commissioned a new statewide opportunity map
- Developed with support from the CT Fair Housing Center and the Open Community Alliance
- One shared map between DOH & CHFA reduces confusion



One Shared Opportunity Map



Index

- Very High
- High
- Moderate
- Low
- Very Low



Helpful Hints - Points

- **Experience of the Sponsor/Applicant/GP**
 - Points awarded on experience of a principal or the entity
 - Applicant established as a joint venture which includes a participant with LIHTC experience may qualify for points upon CHFA determination provided the Applicant partners with a property management company with appropriate LIHTC Experience
- Evidence of material participation by the co-sponsor(s) will be required



Helpful Hints - Points

- **Developer/Sponsor Resources:**
 - An investment in the permanent sources of funds exclusive of a deferred developer's fee and tax credit equity
 - Evidence funds are available and allocated to the development is required
 - Land contribution is evidenced by an as-is appraisal no older than 12 months from application due date
 - CHFA may adjust the value for negative conditions
 - Project specific competitive grants, pass-through loans obtained by a developer/owner or project cost savings cannot be used to offset the commitment of Developer Resources if points are awarded



TECHNICAL SERVICES
9% LIHTC GUIDANCE
JENNIFER LANDAU, CHFA



QAP Points Overview – Technical Services

Preservation and New Construction Classifications



New Construction: is defined as the production of new dwelling units in unoccupied buildings of any previous use type, and new buildings. This classification may include Gut Rehabilitation and New Construction.

Preservation: is defined as the rehabilitation of existing, occupied multifamily rental dwelling units. This classification may include construction types such as Minor, Moderate and Substantial Rehabilitations. Each project will be analyzed based on all the criteria listed in the QAP. Scope of rehabilitation along with the cost of work on a per square foot basis, as demonstrated by a capital needs assessment will be analyzed and confirmed by a site visit by CHFA Tech and UW staff as part of the review process.



QAP Points Overview – Technical Services



Cumulative Rating & Ranking Points for Technical Services related points (Categories Financial Efficiency & Local Impact)

	Categories	Points
2(a)	Cost Effectiveness, Hard Cost (CHFA Cost Analysis Deviation +/- 0% to < 5% or 5% to 10%)	1 or 2
2(e)	≥90% Plans & Specifications	1
2(f)	Sustainable Design Points : Benchmarking with EPA’s Energy Star Portfolio Manager is a prerequisite	
	-Energy Conservation	2, 3 or 4
	- Green Building	2 or 3
	-Renewables, Electrification and Resiliency	1 or 2
	Additional Additive Point	1
	-Operations and Resiliency	1 or 2
	- Sustainable Development with Digital Literacy and Connectivity	1
	Total Possible 2(f) Sustainable Design Points	13
3(e)	3(e) Historic Place, Adaptive re-use, or Brownfield Development: Provide evidence of (i) Renovation of a designated historic building(s), provided eligibility requires evidence of such designation, or (ii) Renovation and adaptive re-use of vacant or abandoned non-residential structure(s), which structures do not have to be historic, or (iii) Remediation of brownfield site(s), provided such site(s) is included on a federal or state list of brownfield sites and/or has been awarded brownfield “clean-up” funds by a federal or state agency.	3
Total Possible Technical Services Related Points (Categories Financial Efficiency & Local Impact)		19

QAP Points Overview – Technical Services

Sustainability Design Measures: New Construction

Energy Conservation

Prerequisites: ○ DOE Zero Energy Ready Home Certification ○ Balanced ventilation

Criteria	Points
Tier 1 Average HERS Index ≤ 50 ; OR Average % below ENERGY STAR Target Index $\geq 15\%$	2
Tier 2 Average HERS Index ≤ 46 ; OR Average % below ENERGY STAR Target Index $\geq 25\%$	3
Tier 3 Average HERS Index ≤ 42 ; OR Average % below ENERGY STAR Target Index $\geq 35\%$; OR Passive House; OR International Living Future Institute (ILFI) Zero Energy Ready	4

Notes:

- All HERS scores are excluding renewables
- For the purposes of meeting ZERH prerequisite and tier evaluation, projects receiving Historic Tax Credits and subject to SHPO/NPS restrictions may use projected HERS ratings in which the affected envelope assemblies are modeled according to CHFA Design Standards.

QAP Points Overview – Technical Services

Sustainability Design Measures: New Construction

Green Building

Projects shall select the certification path appropriate to the building type and level of renovation.



Criteria	Points
Tier 1 Enterprise Green Communities 2020 (EGC 2020); OR National Green Building Standard (NGBS) Gold; OR Leadership in Energy and Environmental Design (LEED) Gold	2
Tier 2 National Green Building Standard (NGBS) Emerald; OR Leadership in Energy and Environmental Design (LEED) Platinum; OR Living Building Challenge (LBC) Core Ready	3

QAP Points Overview – Technical Services

Sustainability Design Measures: New Construction

Renewables, Electrification and Resiliency



Criteria	Points
Tier 1 PV system to offset $\geq 75\%$ of the annual energy demand for site and interior common area lighting.	1
Tier 2 PV system to offset $\geq 90\%$ of the annual energy demand for site and interior common area lighting; AND All-Electric Buildings (excludes backup generator); AND Backup Power to provide resiliency to Critical Systems, Emergency Lighting, and Access to Potable Water	2
Additional Additive Point All-Electric Buildings; AND Battery storage systems or fuel cell to serve as backup power to provide resiliency Critical Systems, Emergency Lighting, and Access to Potable Water	1

QAP Points Overview – Technical Services

Sustainability Design Measures: New Construction Operations and Resiliency



Criteria	Points
Tier 1 Owner Paid Utilities (to cover usage for- heating, cooling & hot water at a minimum); AND Commissioning	1
Tier 2 Owner Paid Utilities (to cover usage for- heating, cooling & hot water at a minimum); AND Commissioning; AND Backup power to resiliency to Critical Systems, Emergency Lighting, and Access to Potable Water	2

Sustainable development with Digital Literacy and Connectivity

Criteria	Points
High-speed Broadband access to units	1

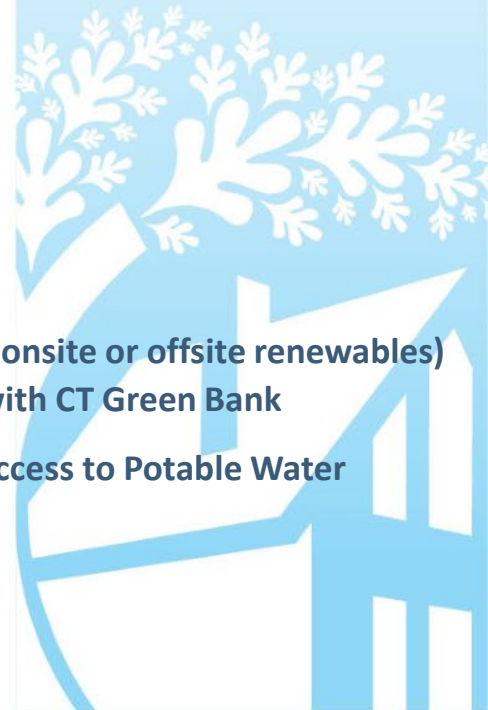
QAP Points Overview – Technical Services

Sustainability Design Measures: Preservation



LIHTC applications in the Preservation Classification: (i) shall propose a scope of work based on recommendations from an energy consultant for the highest energy efficiency and sustainability design measures appropriate, and (ii) to the extent appropriate and practical for the Proposed Development.

- **Benchmarking – EPA’s Energy Star Portfolio Manager**
- **Energy Conservation**
 - Average HERS Index ≤ 70 ; OR
 - $\geq 30\%$ reduction in pre-rehab energy use
- **Green Building**
 - Enterprise Green Communities 2020 (EGC 2020); OR
 - National Green Building Standard (NGBS); OR
 - Leadership in Energy and Environmental Design (LEED)
- **PV system to offset annual energy demand for site interior common area lighting (onsite or offsite renewables)
- Complete feasibility study and analysis of return on investment in consultation with CT Green Bank**
- **Backup power to provide resiliency to Critical Systems, Emergency Lighting, and Access to Potable Water**
- **Commissioning**
- **High-speed Broadband access to units**



Extraordinary Costs



Per the new 2023 Design Standards and Guidelines to be published this month with an effective date of January 2023, the following is a new requirement in the cost guidelines for the 9% LIHTC round:

VIII. 9% LIHTC Competitive Funding Round – Hard Cost Effectiveness Points

If an applicant is seeking any Hard Cost Effectiveness points for the competitive 9% LIHTC round as detailed and further explained in the Qualified Allocation Plan (QAP), applicants must provide their detailed per Square Foot calculations with the Consolidated Application materials. These calculations shall include the baseline costs as explained above, and also any extraordinary adders also noted above in this Cost Guideline. The numbers used shall correspond with the architects plans and specifications accordingly. Points will not be awarded if this detailed calculation is not provided with the Consolidated Application. (NEW)

Extraordinary costs commonly considered by CHFA upon receiving detailed back-up information include:

- **Environmental site clean-up**
- **Environmental building remediation**
- **Sitework exceeding 20% of the total construction cost**
- **Demolition**
- **Masonry**
- **Metals (non-structural/decorative)**
- **Siding upgrades**
- **Special Construction**
- **Elevators**
- **CT Prevailing Wages/Davis Bacon Wages**
- **NPS/SHPO requirements**
- **Others as may be identified and considered reasonable and acceptable to CHFA**



Extraordinary Cost- Example

Provide clear breakdown of extraordinary costs above and beyond baseline costs and an evidence to support a rationale for the consideration as extraordinary cost. CHFA will only recognize the portion of the extraordinary costs that it considers reasonable.

CONNECTICUT HOUSING FINANCE AUTHORITY
 Version 2018.3
 Submission Date: [Redacted]

Extraordinary Cost Breakout

NOTE: The Exploded Trade Payment Breakdown must be prepared by an architect, general contractor, or cost estimation consultant (except for HFCU applications) or CHFA Special Programs applicants please contact your Asset Manager, include the identity and contact information of the party that prepared the Exploded Trade Payment Breakdown in the space provided at the bottom of the form.

DEVELOPMENT NAME		RESIDENTIAL				COMMERCIAL				COMBINED		Extraordinary Explanation	Extraordinary Portion %	Non-Extraord. Amount (\$)	Extraordinary Amount (\$)	ExtraOrd. \$/SF
TRADE ITEM	UNIT	Unit Cost	Quantity	TOTAL	Unit	Unit Cost	Quantity	TOTAL	TOTAL							
02 SITE WORK																
Environmental																
Removal of Unusable Soils	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0				0.00%	\$0	\$0	\$0.00
Others (Specify)	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0				0.00%	\$0	\$0	\$0.00
SUBTOTAL																
Environmental																
Lead-Based Paint Removal	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0				0.00%	\$0	\$0	\$0.00
PCB's	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0				0.00%	\$0	\$0	\$0.00
Asbestos Removal	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0				0.00%	\$0	\$0	\$0.00
Universal Waste	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0				0.00%	\$0	\$0	\$0.00
Radon Remediation	Slope	\$18,175.00	1	\$18,175	Lump Sum	\$0.00	1	\$0.00	\$18,175		environmental		100.00%	\$0	\$18,175	\$8.17
SUBTOTAL																
02 SITE WORK																
Site Utilities																
Water Supply	Inst LF	\$388.30	555	\$214,395	Lump Sum	\$0.00	1	\$0.00	\$214,395		New infrastructure, water mains, fire hydrants	85.00%	\$32,159	\$182,236	\$1.74	
Sanitary Sewer	Inst LF	\$108.11	555	\$41,522	Lump Sum	\$0.00	1	\$0.00	\$41,522		New infrastructure, mains, manholes	85.00%	\$9,230	\$32,292	\$0.50	
Storm Sewer	Inst LF	\$128.81	2,449	\$323,217	Lump Sum	\$0.00	1	\$0.00	\$323,217		Electric, main, auxiliary, cable, lines, and wires	85.00%	\$49,549	\$283,725	\$2.88	
Gas	Lump Sum	\$98,425.00		\$36,425	Lump Sum	\$0.00	1	\$0.00	\$36,425		New infrastructure, electricity, tv cables	85.00%	\$25,874	\$10,551	\$0.50	
Electric Trenching	Site Exc LF	\$85.16	2,745	\$137,744	Lump Sum	\$0.00	1	\$0.00	\$137,744		New infrastructure, underground	100.00%	\$0	\$137,744	\$1.32	
Electric conduit and wire	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0		New infrastructure, underground	100.00%	\$0	\$0	\$0.00	
Cable	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0		New infrastructure, underground	0.00%	\$0	\$0	\$0.00	
Others (Specify)	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0			0.00%	\$0	\$0	\$0.00	
SUBTOTAL																
Grading & Excavation																
Clearing & Grubbing	Site DY	\$17.16	19,137	\$59,326	Lump Sum	\$0.00	1	\$0.00	\$59,326		Large tract development	50.00%	\$5,933	\$53,393	\$0.51	
Cut & Fill	Site DY	\$17.16	19,137	\$328,356	Lump Sum	\$0.00	1	\$0.00	\$328,356		Large tract development	100.00%	\$0	\$328,356	\$3.14	
Rock Excavation	Site DY	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0			0.00%	\$0	\$0	\$0.00	
Foundation Excavation & Backfill	Slope	\$65,303.00	1	\$65,303	Lump Sum	\$0.00	1	\$0.00	\$65,303			0.00%	\$65,303	\$0	\$0.00	
Trenching	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0			0.00%	\$0	\$0	\$0.00	
Others (Specify)	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0			0.00%	\$0	\$0	\$0.00	
SUBTOTAL																

Extraordinary Explanation	Extraordinary Portion %	Non-Extraord. Amount (\$)	Extraordinary Amount (\$)	ExtraOrd. \$/SF
	0.00%	\$0	\$0	\$0.00
Extraordinary subsurface conditions	100.00%	\$0	\$418,130	\$3.88
Extraordinary subsurface conditions	100.00%	\$0	\$31,887	\$0.78
premium over vinyl siding	50.00%	\$180,877	\$180,877	\$1.64
premium over wood construction	87.00%	\$33,743	\$88,510	\$0.86

Helpful Hints – Technical Services



- Refer to Consolidated Application for threshold requirements, required application information, and time-sensitive documents like CNA, SHPO & Phase 1 ESA
- Scope of work described in the narrative should match information on the document set and construction costs
- Provide complete project data on the document set including Number of Buildings, Building Gross Area, Total Number & Types of Units, Total Common Area & Total Commercial Area. Data should match ConApp.
- Exploded Trade Payment Breakdown (ETPB) and Project Cost Summary (PCS)- Provide Units (LF, SF, Each, etc., as applicable), Unit Cost, and associated Quantities. Specify costs under allowances and “others”. This must be supported by information provided on the document set



Helpful Hints – Technical Services

- **General Requirements 6% max, OH 2% max & Profit-GMP Fees 6% max per CHFA Procedures**
- **Construction contingency - for unforeseen conditions only, not for errors and omissions in the document set**
 - New Construction: 5% - 8%
 - Rehab Projects with SHPO and /or Environmental: 10% or more at CHFA discretion
- **Include environmental abatement costs noted in reports on the appropriate Environmental line item in PCS and ETPB**
- **Include Prevailing Wages or Federal Davis Bacon as applicable and provide supporting rationale**
- **All sustainable design measures should be appropriately documented in the drawings/specs and related construction costs noted in PCS and ETPB**



Helpful Hints – Technical Services

- Refer to CHFA Environmental Guideline for testing requirements for hazardous materials. Provide cost estimates for remediation
- The Phase I ESA must have been completed within one (1) year prior to the application deadline. If Phase I ESA recommends additional testing, this testing should be done, additional report(s) included in application submission along with remediation costs
- Radon testing is needed for existing buildings; for gut rehabs and new construction, a radon mitigation system should be included in the document set and costs carried in ETPB/PCS
- Refer to current CHFA guidelines on CHFA website. These include updates related to 2022 QAP



Sustainability Points & QA/QC Reminders



- See the [CHFA Guidelines: Energy Conservation & Sustainability](#) for pre-construction, construction- and post construction-phase QA/QC requirements
- Soft costs for construction phase inspections, testing and verification and post-construction certification, by Professional Engineer and/or certified rater/qualified energy consultants, must be clearly identified and included in the development budget



Sustainability Points & QA/QC Reminders

- Applications seeking points in the Energy Conservation and Green Building categories must provide a completed ConApp Exhibit 4.8.e, a detailed report by a Professional Engineer and/or certified rater/qualified energy consultant verifying compliance with all required Green building standards criteria, as well as all modeling reports, checklists/scoring and all supplemental documents required for any pre-construction project registration and/or design review submission
- Applications seeking points in the Renewals, Electrification and Resiliency categories for Photovoltaic (PV) Systems must provide engineer letters/reports confirming the annual energy demand for site and common area lighting, and qualifying performance of the proposed system



Sustainability Points & QA/QC Reminders

- Points for Energy Conservation and Green Building categories will be based on the percentage of qualifying units provided in the application:
 - 2 point criteria: If no less than 50% of the units qualify, 1 point; if no less than 100%, 2 points
 - 3 point criteria: If no less than 33% of the units qualify, 1 point; if no less than 66%, 2 points; and if no less than 100%, 3 points
 - 4 point criteria: If no less than 25% of the units qualify, 1 point; if no less than 50%, 2 points; if no less than 75%, 3 points; and if no less than 100%, 4 points



Sustainability Points & QA/QC Reminders

Post Application



- Applications awarded points under the Energy Conservation and Green Building categories will be required to provide proof of project registration and payment of required fees for the specific certification program(s) for which the application was awarded points, and demonstrate completion of any initial reviews and/or pre-certification requirements prior to Initial Close/issuance of a 42m Letter
- Applications awarded points under the Energy Conservation and Green Building categories will be required to provide HERS certificates and proof of relevant certification(s) at Cost Certification



CHFA TAXABLE BOND FINANCING PRODUCTS

JOE VOCCIO, CHFA



CHFA Taxable Bond Financing

- CHFA is offering taxable bond financing for use with the upcoming 9% LIHTC Round:
 - Construction-Only Financing
 - Construction-to-Permanent Financing
 - Permanent-Only Financing
- Applications will be accepted via e-mail with reduced documentation
- Terms and a list of required documents may be found on the [CHFA website](#)



CHFA Taxable Bond Financing

- Applicants are encouraged to explore all financing options
- Multiple letters of financing interest will be accepted for review
- The use of CHFA financing will not affect the review or scoring of a 9% LIHTC application
- Applications must be emailed to PreliminaryApplication@chfa.org by 4:00 PM December 6, 2022



CHFA Taxable Bond Financing

Construction-Only Product*

- This is a fixed-rate product but will be indexed
- Term not to exceed 24 months
- Interest-only payments due until maturity
- Pre-payment available in month 16
- CHFA Underwriting Standards apply

*See Product Description on CHFA website for full details



CHFA Taxable Bond Financing

Construction-to-Permanent Product*

- Utilizes the two-note structure
- Both the construction and permanent loan will be indexed and at fixed rate
- Loans closes by November 30, 2023
- Construction term not to exceed 24 months
- Permanent loan term 37 years (includes construction term)
- Interest-only payments during construction

*See Product Description on CHFA website for full details



CHFA Taxable Bond Financing

Construction-to-Permanent Product (cont.)*

- Prepayment of construction loan available at month 16
- Permanent loan payment amortized over 35 years; monthly amortized payments commence on month 25
- Prepayment of permanent loan allowed in accordance with CHFA Preservation of Housing Affordability policy statement
- CHFA Multifamily Underwriting Standards apply

*See Product Description on CHFA website for full details



CHFA Taxable Bond Financing

Permanent-Only Product*

- Fixed rate based
- Rate is locked no sooner than 30 days before construction loan closing
- Loan term of 35 years
- One-time full disbursement at permanent loan closing
- Permanent loan closing must occur 25 months from the construction closing; this may be extended six additional months subject to a fee of \$5,000 per month
- CHFA will issue a loan commitment at the time of construction closing

*See Product Description on CHFA website for full details



CHFA Taxable Bond Financing

Permanent-Only Product*

- Loan will be sized using the current rents at time of construction closing without trending rents during construction
- Commercial income may not be used to size the loan
- A non-refundable Forward Standby Fee of 1% of the loan amount is due at construction closing
- A Forward Good Faith Deposit Fee of 1% of the loan amount is due at construction closing and is refundable at the permanent loan closing
- All other CHFA Fees and Standard Underwriting Guidelines apply

*See Product Description on CHFA website for full details



CHFA Taxable Bond Permanent Only Financing

Permanent-Only Product*

- **Conversion Conditions include**
 - Updated underwriting to confirm income, expenses, debt service coverage, etc. at rent up
 - 100% qualified occupancy of LIHTC units
 - 100% retirement of the construction loan
 - Satisfaction of CHFA's typical final closing conditions

*See Product Description on CHFA website for full details



DOH FUNDING PARAMETERS

KURT SCHOEN-RENE



DOH Funding Parameters

- DOH plans to make commitments of its subordinate financing to support the 2023 9% LIHTC round
- Awards are limited to \$100,000 per qualified unit up to a maximum of \$4 million per project
- Federal resources will be available up to \$100,000 per qualified unit up to a maximum of \$1.5 million per project – don't forget your NEPA
- Awards are limited to one per developer/sponsor/owner.
- Subordinate financing is subject to the availability of funds and Bond Commission allocation and authorization



DOH Funding Parameters

- **Non-profit sponsors of projects that include units to primarily serve persons with disabilities, veterans, or homeless families or individuals should contact DOH to discuss the subordinate financing limit for their projects.**
 - Note that the senior or elderly population is not listed here as an exception



DOH Funding Parameters

- Applicant must submit a plan compliant with Procurement requirements
- If any portion of the site is within a flood plain defined as FEMA Flood Zone Designation other than B, C, or X:
 - Applicant must provide approval by the Department of Energy and Environmental Protection.
 - Levy protection, if applicable, must be active and maintained



DOH Funding Parameters

- Debt and Deferred Developer Fees must be maximized; these amounts may be adjusted during underwriting to reduce the use of scarce resources
- Awards will not be made to development entities that have two or more outstanding commitments from DOH that have not closed as of March 31, 2023
- CEPA submissions must be compliant with the new 2021 standards https://portal.ct.gov/-/media/DOH/ConApp/cepa_intake_form-2021.pdf



DOH Funding Process

- Applications for 9% LIHTCs will be shared between DOH and CHFA
- Applications for 9% LIHTCs and DOH funding will be reviewed concurrently
- There will not be a deficiency period
- If necessary, clarification of information will be requested simultaneously with clarifications for 9% LIHTCs



SHPO REGULATORY COMPLIANCE

TODD LEVINE

MARENA WISNIEWSKI

STATE HISTORIC PRESERVATION OFFICE



Regulatory Compliance – State Historic Preservation Office

- **Our Priorities:**
 - Preserve Historic Fabric
 - Encourage Efficient Review Process



Regulatory Compliance – State Historic Preservation Office

So....what is historic fabric?



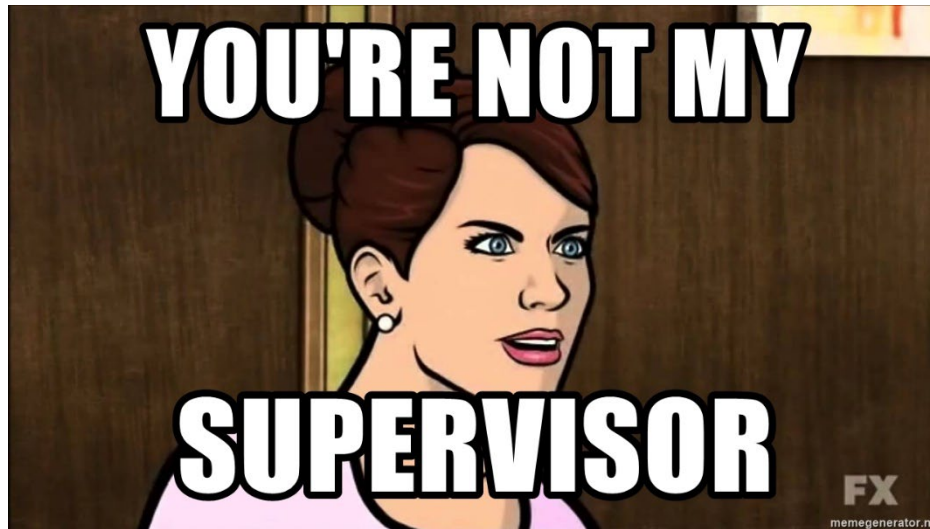
Regulatory Compliance – State Historic Preservation Office

So....what is historic
fabric?



Regulatory Compliance – State Historic Preservation Office

Why is Review Required?



Regulatory Compliance – State Historic Preservation Office

Why is Review Required?


- Section 106, National Historic Preservation Act of 1966
- Connecticut Environmental Policy Act



Regulatory Compliance – State Historic Preservation Office

How do I submit a Review?

- Project Notification Form
–No “See Attached!”
- Attachments
- Plan Ahead


 Department of Economic and
Community Development
State Historic Preservation Office
450 Columbus Boulevard, Suite 3 | Hartford, CT 06103 | 860-500-2300 | DHECD.org

PROJECT REVIEW COVER FORM

This is: a new submittal supplemental information other Date Submitted: _____

PROJECT INFORMATION

Project Name: _____

Project Proponent: _____
The individual or group sponsoring, organizing, or proposing the project.

Project Street Address: _____
Include street number, street name, and or Route Number. If no street address exists give closest intersection.

City or Town: _____ Please use the municipality name and not the village or hamlet. County: _____

PROJECT DESCRIPTION (REQUIRED)

Please summarize the project below. In a separate attachment, describe the project in detail. As applicable, provide any information regarding past land use, project area size, renovation plans, demolitions, and/or new construction.

List all state and federal agencies involved in the project and indicate the funding, permit, license or approval program pertaining to the proposed project:

Agency Type	Agency Name	Program Name
<input type="checkbox"/> State <input type="checkbox"/> Federal		
<input type="checkbox"/> State <input type="checkbox"/> Federal		
<input type="checkbox"/> State <input type="checkbox"/> Federal		

If there is no state or federal agency involvement, please state the reason for your review request: _____

FOR SHPO USE ONLY

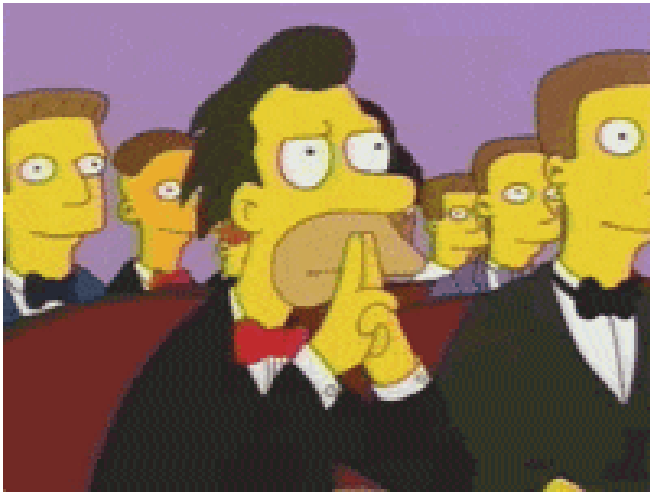
Based on the information submitted to our office for the above named property and project, it is the opinion of the Connecticut State Historic Preservation Office that no historic properties will be affected by the proposed activities.*

Mary Dunne-Catherine Labodia _____ Date _____
Deputy State Historic Preservation Officer

*All other determinations of effect will result in a formal letter from this office.

Regulatory Compliance – State Historic Preservation Office

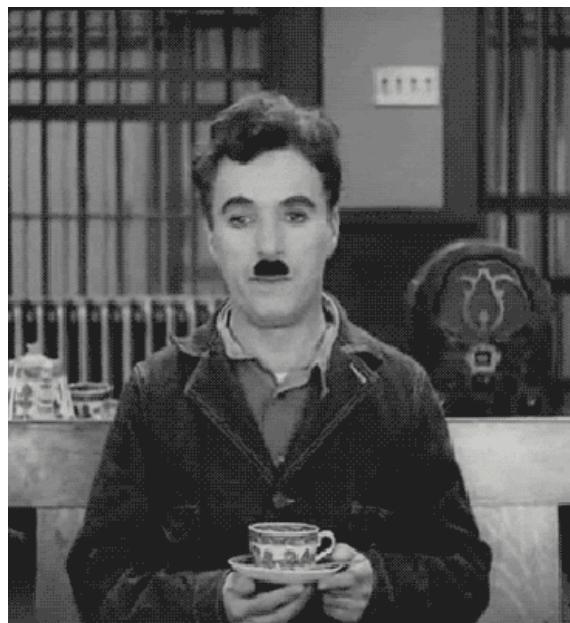
When do I hear back from you?



Regulatory Compliance – State Historic Preservation Office

When do I hear back from you?

- Outcomes
 - No Historic Properties Affected
 - No Adverse Effects
 - Conditional No Adverse Effects
 - Adverse Effects



Regulatory Compliance – State Historic Preservation Office

What if the determination is
an adverse effect?



Regulatory Compliance – State Historic Preservation Office

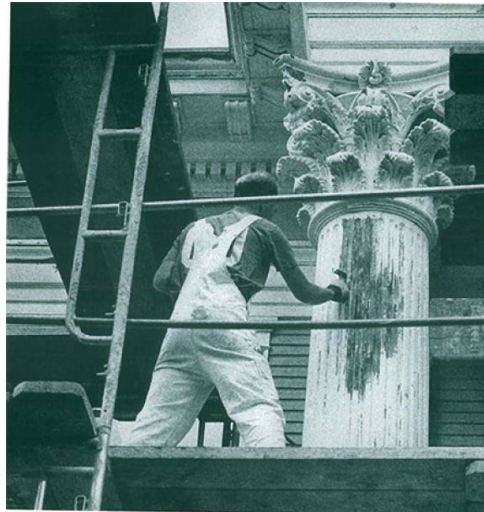
What if the determination is
an adverse effect?

- Avoidance
- Minimization
- Mitigation



Regulatory Compliance – State Historic Preservation Office

- How to Avoid an Adverse Effect
 - Secretary of the Interior's *Standards for the Treatment of Historic Properties*



The Secretary
of the Interior's
Standards for
Rehabilitation &

Illustrated
Guidelines
for
Rehabilitating
Historic
Buildings



Regulatory Compliance – State Historic Preservation Office

- How to Avoid an Adverse Effect
 - Secretary of the Interior's *Standards for the Treatment of Historic Properties*



Regulatory Compliance – State Historic Preservation Office

But wait! There's More....

- How to Avoid an Adverse Effect
 - Secretary of the Interior's *Standards for the Treatment of Historic Properties*
 - **Talk to Us First!**



Regulatory Compliance – State Historic Preservation Office

Helpful Resources to Consider Before Submitting a Project

- NPS Database
- SHPO Database
- SOI Standards
- Tax Credit Program

National Register Database and Research

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.



How to Find our Files

1 **National Archives (NARA): Holds our records up to the end of 2012.**

The National Archives is the permanent home of our records and everything will eventually be in the National Archives.

How to search NARA's holdings.

The easiest way is to look up the property in the [searchable table](#) below or download our [spreadsheet](#). Both contain direct links to the files that have been scanned.

Reference number search:

If you know the reference number or found it in the [searchable table](#) below or from our [spreadsheet](#) then follow this link to [NARA](#) and just replace the reference number with the one you want or the property name.

Name search: You can also do a name search. Follow this link to [NARA](#) and replace the name of the property.



Regulatory Compliance – State Historic Preservation Office

Checklist

- Reach out to us early
- Check to see if you already have a historic resource
- Consider if you will be applying for Historic Tax Credits
- Fill out the Project Notification Form
- Compile ancillary documents
- Mail in a hard copy
- Supply additional information if requested



Regulatory Compliance – State Historic Preservation Office

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Regulatory Compliance – State Historic Preservation Office

Catherine Labadia

Todd Levine

Marena Wisniewski

Archaeologist,
Environmental Reviewer,
W3R Coordinator

Architectural Historian,
Environmental Reviewer,
Connecticut Freedom Trail
Coordinator, CEPA Liaison

Preservationist,
State Register Coordinator,
Environmental Reviewer

450 Columbus Boulevard
Hartford

450 Columbus Boulevard,
Hartford

450 Columbus Boulevard,
Hartford

DECD/SHPO

DECD/SHPO

DECD/SHPO

860-500-2329

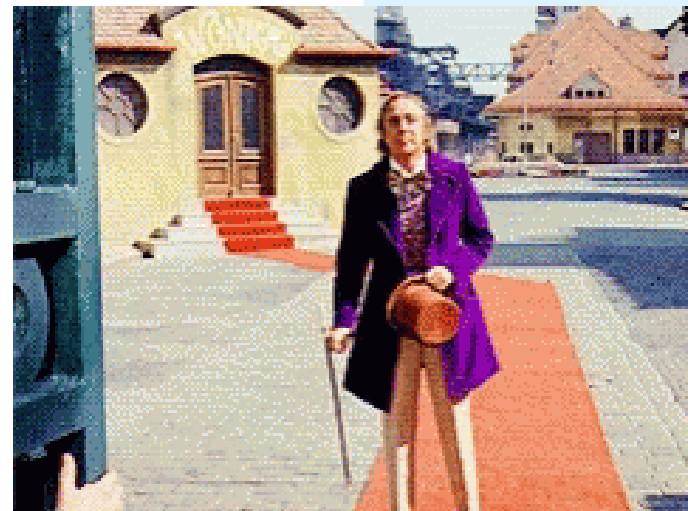
860-500-2337

860-500-2357

catherine.labadia@ct.gov

todd.levine@ct.gov

marena.wisniewski@ct.gov



SECTION 811 PRA (CT811)

TAWNY PHO

DEPARTMENT OF HOUSING



CT811 Basics

- Federal, project-based rental assistance program for persons with disabilities administered by DOH in partnership with CHFA, DSS, DMHAS, and OPM.
- 811 PRA provides rental subsidies for gross rents up to the applicable HUD FMR.
- In August 2020, DOH was awarded just under \$7 million. DOH is currently accepting applications a rolling basis.
- In search of New Construction, Rehab or Existing Projects with adequate turnover.



CT811 Project Requirements

- Limited to no more than 25% of the project.
- Rental Assistance Contract between DOH and Owner is for 20 years, with a recorded Use Agreement for a minimum of 30 years. Funding is available in 5-year cycles, subject to Congressional appropriations.
- Davis Bacon labor standards apply to projects with 12 or more PRA units.
- Uniform Physical Condition Standards (UPCS) inspections required at least every 3 years.
- Environmental reviews required for new and existing properties (completed projects that are HUD-assisted/HUD-insured are exempt).



Eligible Multifamily Properties

- Any new or existing property with at least five units owned by a housing authority, nonprofit or private entity.
- Development costs can be paid with any public or private resources except for Section 202 or Section 811 Capital Advances.

Not Eligible: Units receiving long-term operating subsidies in the last 6 months (such as Section 8 project-based assistance); senior-restricted units; units that already have restricted use for persons disabilities.

Preferred Features: Near public transportation and community services, efficiency & 1BR units, accessible/adaptable units, management agencies with federal project-based housing & HUD Systems experience.



Eligible CT811 Tenants

- Eligible households are Extremely Low-Income (at or below 30% of AMI) individuals and families with at least one individual who has a qualifying disability and is between the ages of 18 and 62.
- Applicants from any one of three target populations are referred directly to the project in coordination with DOH and its Interagency Partners.
 1. Persons who are experiencing homelessness or chronic homelessness through the State's Coordinated Access Networks
 2. Persons eligible for the State's Money Follows the Person (MFP) Demonstration and are currently institutionalized
 3. Persons eligible for services under an approved 1915c waiver for persons with Autism Spectrum Disorder
- 811 PRA tenants are connected to support services. This can include housing coordination, security deposit assistance, and community-based long-term care services.



CT811 & the QAP

Rental Affordability

- **Supportive Housing Units**: Participation CT811 shall be deemed equivalent to the inclusion of Traditional Supportive Housing.
- **Households at or below 30% Aggregate Median Income**: CT811 units are restricted to Households at or below 30% AMI.



CT811 & the Supportive Housing Guideline

- Participation in CT811 under the guideline requires a minimum commitment of 10% and a maximum commitment of 25% of qualified units at the property.
- Service funding/Service plan requirements are not applicable with participation in CT811.
- CT811 projects are subject to HUD's Management and Occupancy Reviews.



How to Apply for CT811

- To apply, submit a [CT811 Project Application](#) to DOH. If selected for participation, the project owner enters into an [Agreement to Enter into a Rental Assistance Contract \(ARAC\)](#).
- LIHTC applicants selected for participation in CT811 must include the executed ARAC or an equivalent Letter of Intent from DOH with their submissions to CHFA.
- The ARAC specifies that upon the acceptable completion of the project, the Owner and DOH will enter into a Section 811 Rental Assistance Contract for the purpose of making assistance payments to enable eligible households to occupy units in the project.

CT811 Point of Contact:

Tawny Pho

State of Connecticut Department of Housing

(860) 270-8091

Tawny.Pho@ct.gov



SUPPORTIVE HOUSING FOR DDS CLIENTS

JOSHUA SCALORA

**DEPARTMENT OF DEVELOPMENTAL
SERVICES**



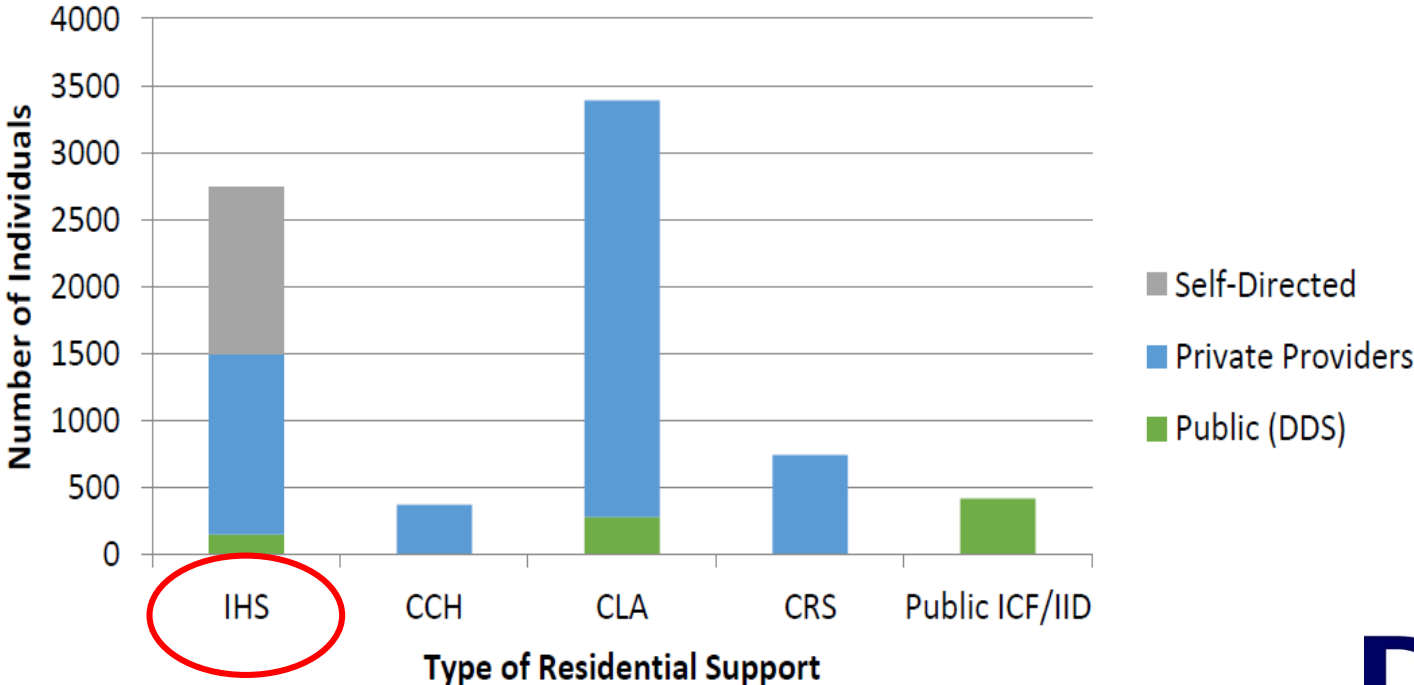
Living the Mission!

The Mission of the Department of Developmental Services is to partner with the individuals we support and their families, to support lifelong planning and to join with others to create and promote meaningful opportunities for individuals to fully participate as valued members of their communities.



THE CONNECTICUT DEPARTMENT OF
DEVELOPMENTAL SERVICES
SUPPORTIVE HOUSING

MOVING TOWARDS COMMUNITY-BASED SUPPORTS

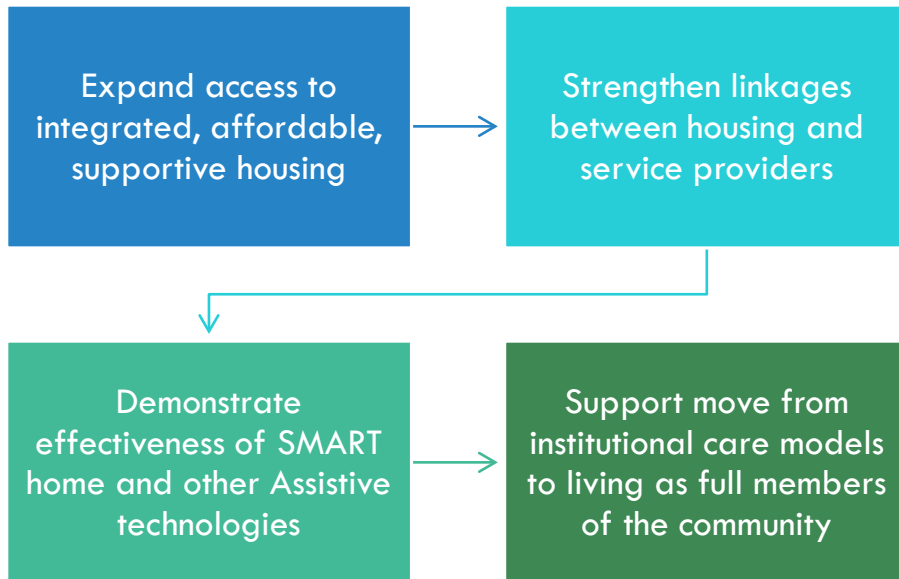


DDS HOUSING SUPPORTS



- Housing supports for individuals eligible for DDS services may be funded as part of a comprehensive residential service or separately
- DDS participates in multiple interagency groups and efforts to maximize housing opportunities for individuals with intellectual disability and others
 - Interagency Committee on Supportive Housing
 - CHES Medicaid Housing Supports planning team
 - Governor's Task Force on Housing and Supports for Vulnerable Populations (Governor Malloy)

DDS



GOALS OF DDS SUPPORTIVE HOUSING PROJECTS

DDS

Reduce	Reduce the number of people living in congregate settings and increase the number of people living in integrated and affordable supportive housing settings
Implement	Implement assistive technology strategies to improve outcomes, increase independence, maintain health and safety and decrease the over-reliance on paid staff
Increase	Increase number of individuals supported while decreasing per-person support costs

EXPANDING ON OUR GOALS



WHAT DO PEOPLE SUPPORTED BY DDS NEED AND WANT?

Safe & affordable supportive housing

Easy access to transportation

Community and Work opportunities

Shared/Mixed-use community space

Inclusion and participation

Accessible or Accessible Ready

DDS

DDS PROVIDER REQUIREMENTS

- Qualified to provide In Home Support Services
- Enrolled as Medicaid Performing Provider
- In Good Standing with Active Certification
- Innovative approaches to community-based supports
- Willingness to partner with housing developer



- $\leq 25\%$ of total units in a larger development
- Person-Centered living environment
- Economy of Scale in service delivery
- On-site staffing available
- Ability to Age in Place
- Continuum of supports as needs change
- Strong provider/developer relationship



KEY ELEMENTS OF SUCCESSFUL DEVELOPMENTS

DDS

FUNDING CONSIDERATIONS

- Development Funding
 - Appropriation (IDASH)
 - Low-Income Housing Tax Credit (LIHTC)
- Rental Assistance
 - State Agency or Housing Agency Funded
 - Project Based or Resident Based
- Service Funding
 - New Waiver service funding
 - Existing Recycled or Portable funds



RECENT EFFORTS



Supportive Housing Guideline

As Administered by the
State of Connecticut
Interagency Council on
Supportive Housing and
Homelessness

2017-2019 Innovation

- IDASH Intellectual Disability and Autism Spectrum Housing
 - \$20M Capital Development
 - 3 Developments

2019-2022 Sustainability

- Low Income Housing Tax Credit (LIHTC)
 - Existing DOH/CHFA Capital Development Process
 - 4 Developments awarded





Joshua Scalora

CT Department of Developmental Services

860-418-6119

joshua.scalora@ct.gov

SUPPORTIVE HOUSING GUIDANCE

STEVE DILELLA, DOH



INTERAGENCY COUNCIL SUPPORTIVE HOUSING AND HOMELESSNESS



Leasing Units Set-Aside for Homeless / Special Populations

Engage Coordinated Access Networks

- Vacancies reported to CAN Managers at DOH by email from property manager
- CAN refers household that meets eligibility requirements
- Service provider assists client through lease up



Statewide CAN Managers

Beau Anderson MPA

beau.anderson@ct.gov

(860) 416-0552

Leigh Shields-Church LCSW

leigh.shields-church@ct.gov

(860) 371-9579

Kara Zichichi LCSW

kara.zichichi@ct.gov

(860) 371-4282



CAN REFERRAL PROCESS

Email CAN Managers information:

- Name and address of development
- Name and contact information for three parties: Owner/Developer, Property Manager, Service Provider
- Target Population – Example, chronically homeless adults and families



CAN REFERRAL PROCESS

Email CAN Managers information (cont.):

- Target Population – Example, chronically homeless adults and families; developmentally disabled individuals
- Available supportive units (number and sizes) – Example, three-1BR and four-2BR units of Supportive Housing

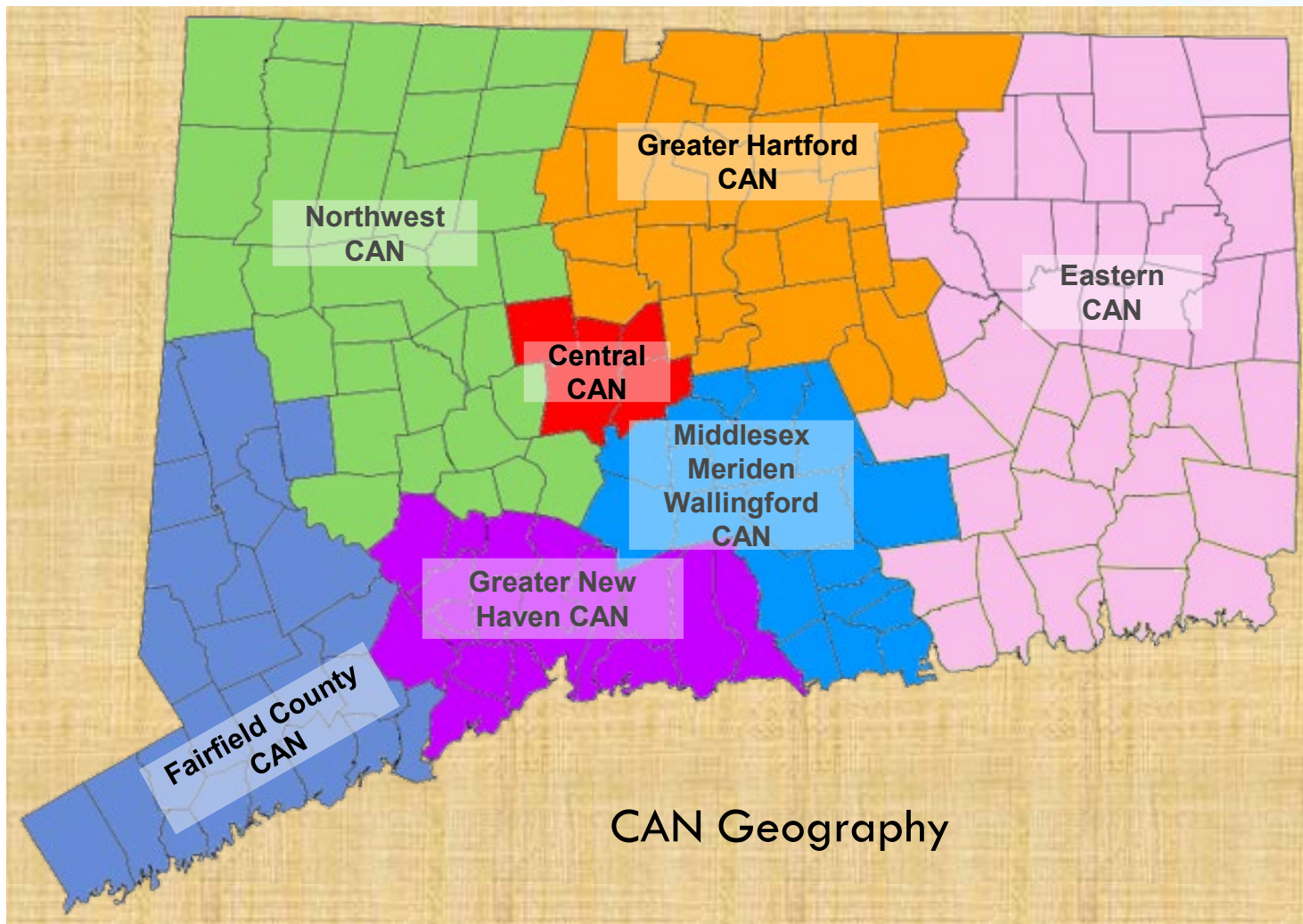


CAN REFERRAL PROCESS

Email CAN Managers information (cont.):

- Any specific tenant eligibility requirements – Example, young adult under 24 years of age
- Any specific leasing exclusions – Example, certain types of criminal history
- Anticipated date of unit availability





CAN Geography

Central CAN

Berlin, Bristol, New Britain, Plainville, Southington

Fairfield County CAN

Bethel, Bridgeport, Bridgewater, Brookfield, Cos Cob, Danbury, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, New Fairfield, New Milford, Newtown, Norwalk, Redding, Ridgefield, Roxbury, Sherman, Stamford, Stratford, Trumbull, Weston, Westport, Wilton

Eastern CAN

Ashford, Bozrah, Brooklyn, Canterbury, Chaplin, Colchester, Columbia, Coventry, Danielson, Eastford, East Lyme, Franklin, Griswold, Groton, Hampton, Killingly, Lebanon, Ledyard, Lisbon, Lyme, Mansfield, Montville, Mystic, New London, North Stonington, Norwich, Old Lyme, Plainfield, Pomfret, Preston, Putnam, Salem, Scotland, Sprague, Sterling, Stonington, Thompson, Union, Voluntown, Waterford, Willimantic, Willington, Windham, Woodstock

Greater Hartford CAN

Andover, Avon, Bloomfield, Bolton, Canton, East Granby, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hebron, Manchester, Marlborough, Newington, Rockville, Rocky Hill, Simsbury, Somers, South Windsor, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor, Windsor Locks

Greater New Haven CAN

Ansonia, Beacon Falls, Bethany, Branford, Derby, East Haven, Guilford, Hamden, Madison, Milford, New Haven, North Branford, North Haven, Orange, Oxford, Seymour, Shelton, West Haven, Woodbridge

Middlesex Meriden Wallingford CAN

Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Meriden, Middlefield, Middletown, Old Saybrook, Portland, Wallingford, Westbrook

Northwest CAN

Barkhamsted, Bethlehem, Burlington, Canaan, Cheshire, Colebrook, Cornwall, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Naugatuck, New Hartford, Norfolk, North Canaan, Plymouth, Prospect, Salisbury, Sharon, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Winsted, Wolcott, Woodbury

Guide to Commonly Used Acronyms

BNL – By Name List. A registry of people experiencing homelessness, by name.

CAN – Coordinated Access Network(s). The organizing geographies used for coordinated entry system.

CoC – Continuum of Care. The organizing geographies used for service delivery of federal resources.

DMHAS – Department of Mental Health and Addiction Services. State of Connecticut.

DOH – Department of Housing. State of Connecticut.

ES – Emergency Shelter.

HMIS – Homeless Management Information System. This is our centralized database of client data.

HUD – Housing of Urban Development. Federal government.

PSH – Permanent Supportive Housing. A long-term, low-barrier housing assistance resource that includes support services.

RRH – Rapid Re-Housing. A time-limited assistance resource to help people quickly exit homelessness.

VI-SPDAT – Vulnerability Index-Service Prioritization Decision Assistance Tool. The common assessment tool used to identify level of service need and aid in prioritization for housing resource.

SHAREPOINT AND CONSOLIDATED APPLICATION

CHRIS POLEK, CHFA



Features in SharePoint

- Application Checklist/Task list
- Built in Consolidated Application workbook
- Reference Library
 - This section includes templates and fillable forms to be used in conjunction with submission of the application
- Application specific website that can be shared with unlimited users allowing multiple team members to upload files as needed



How to get access to SharePoint

- The Applicant should send an email to applicationrequest@chfa.org providing:
 - Funding Round (e.g. 9% LIHTC, CHAMP, SSHP, etc.)
 - Application Name (Project Name)
 - Company Name (Applicant)
 - Primary Contact Name
 - Primary Contact Email
 - Primary Contact Phone
- 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



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**



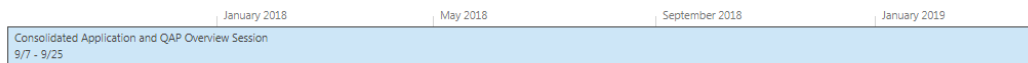
SharePoint – Task List

2. Application Checklist

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. 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.)

Task List



+ new task or edit this list

✓	<input checked="" type="checkbox"/>	Title	Due Date	Assigned To
	<input type="checkbox"/>	Ensure that you meet the technological prerequisites (Section 1. above)	...	
	<input type="checkbox"/>	Consolidated Application and QAP Overview Session	... September 25	
	<input type="checkbox"/>	(Recommened) Set up Pre-Application Meeting with CHFA and DOH (if needed)	... October 10	
	<input type="checkbox"/>	Share this site with your Development Team	...	
	<input type="checkbox"/>	Upload all appropriate documents/exhibits as noted in the Consolidated Application Workbook	...	
	<input type="checkbox"/>	Complete the Consolidated Application Workbook (see below)	... November 6	
	<input type="checkbox"/>	Ready for Review (Check when ready to submit application)	... November 6	



Consolidated Application Workbook

- Built into SharePoint
- Can be edited and saved directly to site allowing team members to work on the same file, most updated version
- Can be downloaded to individual PC's to be edited and uploaded 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 and Reference Library)**










Consolidated Application Workbook

3. Consolidated Application Workbook

The Microsoft Excel Consolidated Application Workbook is listed below. Click the workbook to open it in Excel, pressing the appropriate buttons on the Exhibit Checklist form. Be sure to click the "Core Items" button first automatically upload your latest changes here. (For help on how to complete this workbook, [click here.](#))

ConApp Workbook

 New  Upload  Sync  Share  More					
✓	 Name	...	Modified	Modified By	Version
	 Consolidated Application Workbook 2019.2	...	August 5	<input type="checkbox"/> System Account4	2.0



File Uploads

- Section of website specifically for file uploads
- Can upload multiple files at once, and place them into section folders
- “Drag and Drop” available for convenience
- Uploaded items can be removed if done incorrectly, or can be replaced



File Uploads

File Uploads ⊞

Upload exhibits to this application by dragging files onto the upload area, below or by clicking the "Upload" link. Organiz

⊕ New
↑ Upload
↻ Sync
🔄 Share
More ▾

Folders
All Documents
Flat
⋮

🔍

✓	📁 Name	Item	Child	Count	IV
	SECTION I - APPLICANT & CO-SPONSOR	...	0		Jt
	SECTION II - REGULATORY COMPLIANCE	...	0		Jt
	SECTION III - DEVELOPMENT TEAM	...	0		Jt
	SECTION IV - DEVELOPMENT	...	0		Jt
	SECTION V - RENTAL DEVELOPMENTS (NA for Homeownership Projects)	...	0		Jt
	SECTION VI - FINANCING	...	0		Jt
	SECTION VII - HOMEOWNERSHIP DEVELOPMENTS (NA for Rental Properties)	...	0		Jt
	SECTION VIII - DOH FEDERAL PROGRAMS	...	0		Jt
	SECTION IX - AFFIRMATIVE ACTION FAIR HOUSING & EQUAL OPPORTUNITY	...	0		Jt
	SECTION X - CERTIFICATIONS (Signed documents should be included in Tab B)	...	0		Jt
	SECTION XI - OTHER	...	0		Jt
	SECTION XII - HTCC APPLICATION EXHIBITS	...	0		Jt
	SECTION XIII - POINTS CALCULATION WORKSHEETS	...	0		S
	SECTION XIV - POINTS DOCUMENTATION	...	0		Jt
	SECTION XV - MISCELLANEOUS EXHIBITS	...	0		Jt
	SECTION XX - CLARIFICATIONS	...	0		Jt



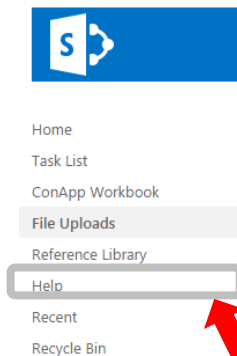
Sharing the Site

- SharePoint allows site sharing, which means once the site is created, and one team member is able to log in, they can then share the site with anyone else
- This allows multiple users to:
 - Assign and complete tasks
 - Update one Consolidated Application workbook
 - Upload files as necessary



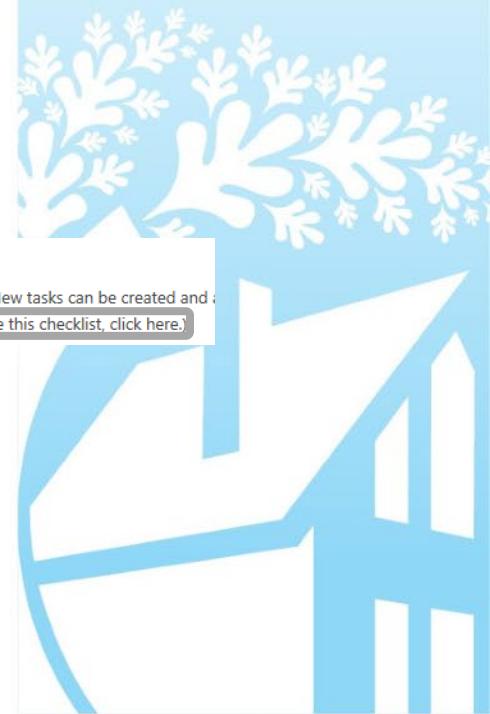
Help Section

- 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



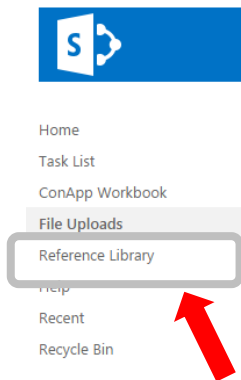
2. Application Checklist

Use this checklist to keep your team focused on the upcoming tasks related to completing this funding application. New tasks can be created and with. The timeline below shows important upcoming dates. Below are tasks to be completed. [For help on how to use this checklist, click here.](#)



Reference Library

- This section includes a downloadable version of the Consolidated Application, as well as several templates and forms that are to be completed and submitted with each application (as applicable)


















Reference Library

Overview

Completing this application may require input from various reference materials located on the CHFA and DOH websites.

CHFA Reference Materials:

-  Consolidated Application Workbook 2016.3.xlsx
-  4.3.a - Project Narrative.pdf
-  4.3.b - Homeownership Development Projects Narrative.pdf
-  4.3.c - Market Assessment.pdf
-  4.3.d - Program Narrative.pdf
-  4.11 - Program Guideform - Relocation Assistance Plan.pdf
-  8.1.a - NEPA Statutory Checklist.pdf
-  8.1.b - NEPA Environmental Assessment Checklist.pdf
-  9.1.a - Fair Housing Impacts.pdf
-  10.1 - Certifications.pdf
-  10.3 - Affirmative Action Policy Statement.pdf
-  10.4 - Fair Housing Policy Statement.pdf
-  10.5 - Certification to Affirmatively Further Fair Housing.pdf
-  10.6 - HTCC Certification.pdf
-  12.6 - Building Schedule.pdf



Submitting the Application

- 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 Changes

- No major changes are expected this year



?? ??

QUESTIONS?

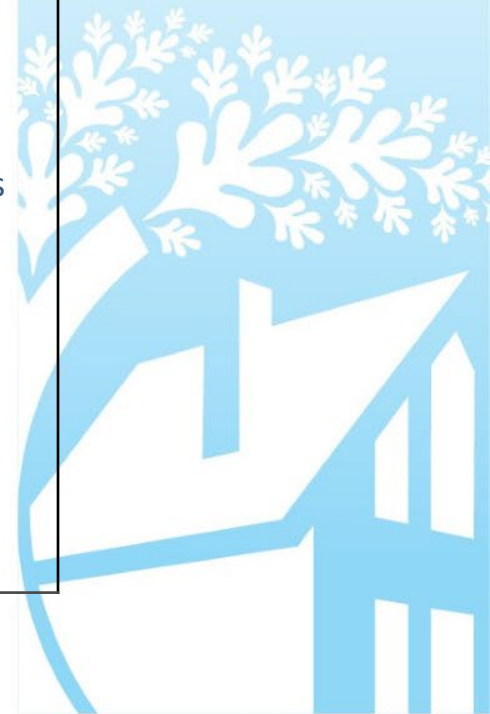
?? ??



Contact Information



Chris Polek	christopher.polek@chfa.org	Consolidated Application and SharePoint process
Debbie Alter	deborah.alter@chfa.org	LIHTC Program
Jennifer Landau	jennifer.landau@chfa.org	CHFA Technical Services
Joe Voccio	joe.Voccio@chfa.org	CHFA Financing Products
Terry Nash Giovannucci	terry.nash@chfa.org	QAP, Procedures and Guidelines, Supportive Housing
Tawny Pho (DOH)	tawny.pho@ct.gov	Section 811 PRA
Josh Scalora (DDS)	joshua.scalora@ct.gov	Supportive Housing for DDS Clients
Marena Wisniewski (SHPO)	marena.wisniewski@ct.gov	SHPO Regulatory Compliance
Todd Levine (SHPO)	todd.Levine@ct.gov	SHPO Regulatory Compliance
Steve DiLella (DOH)	steve.dilella@ct.gov	Supportive Housing
Miguel Rivera (DOH)	rivera.miguel@ct.gov	DOH Funding





THANK
YOU!

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