



2025 HTCC Round

Information Session

April 21, 2025



Unlocking Solutions, Building Strong Communities.

Agenda

- Program Overview
- Program Updates
- ACS Review Updates and Reminders
- Application Rating and Ranking/ Points Worksheet Updates
- Application / HTCC Process and Timeline
- Maintaining Compliance
- SharePoint & Consolidated Application
- Application Preparation Tips!
- Resources
- Questions and Answers



Program Overview

Tre'Von Perry, Underwriter

State Housing Tax Credit Contribution (HTCC) Program

Section I. A.

- CHFA authorized to administer \$10M in tax credits
 - \$1M set-aside for Workforce Housing
 - \$2M set-aside for Supportive Housing
- Tax credits purchased by eligible Business Firm
 - Historically, Eversource has purchased nearly all the credits
- Must benefit low- and moderate- income households
- \$500,000 maximum award per year/per applicant
- No development may receive more than \$1.5M total over three consecutive years



Eligible Applicants

Section I. B.

- Nonprofit Corporation or a Community Development Financial Institution (CDFI)
- Meet CHFA Eligibility Requirements (in compliance)
- Must be in compliance with HTCC
- Evidence of administrative capacity to carry out the project
- Able to demonstrate that one of its purposes is the construction, rehabilitation, ownership or operation of housing.



Connecticut Housing Finance Authority

Housing Tax Credit
Contribution (HTCC)
Program Guidelines

2025

Eligible Uses

Section II. B.

- Workforce Housing
 - Serve households that meet CHFA definition
- Workforce Housing Development Project
 - Defined at CGS Section 8-395
- Supportive Housing (rental)
 - Applicant must be a Qualified Service Provider
- Revolving Loan funds
- General Class



Connecticut
Housing
Finance
Authority

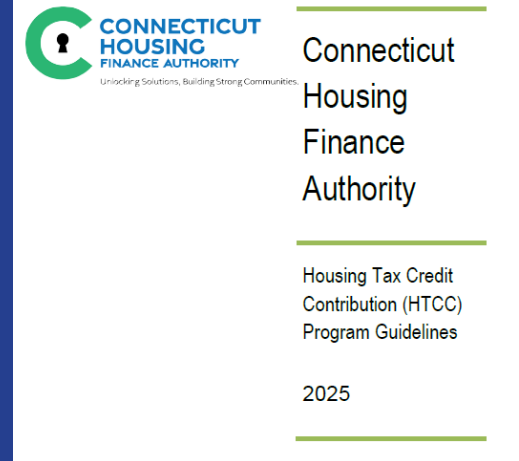
Housing Tax Credit
Contribution (HTCC)
Program Guidelines

2025

Eligible Uses

Section VII. Definitions

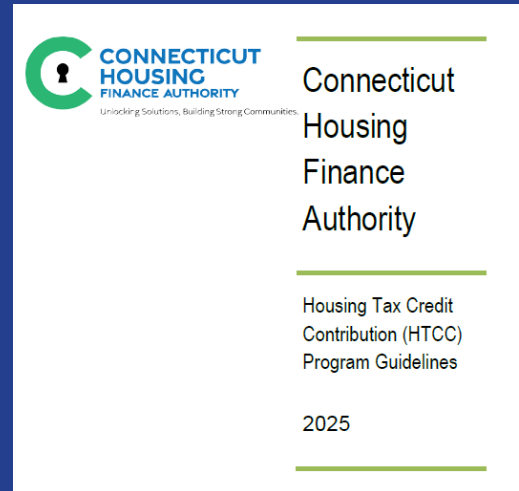
- Workforce Housing means...
- affordable housing for low- and moderate- income persons or families that include income wage or salaried workers in the municipalities where they work.
- Additional restrictions included in the definition.
- Workforce Housing Development Project means....
(CGS Section 8-395a)
- the construction or substantial rehabilitation of dwelling units for rental housing where (A) ten per cent of the units are affordable housing, (B) fifty per cent of the units are rented to the workforce population designated by the developer, in consultation with the municipality where such project is located, and (C) forty per cent of the units are rented at a market rate
- 10% affordable
- 50% workforce
- 40% market rate



Eligible Costs

Section II. B.

- Generally, hard and soft costs necessary for completion of the project:
 - Acquisition, construction costs, A&E, environmental reports and remediation, financing fees, soft costs
 - Reasonable developer fees and capitalized reserves; allocate to other sources if feasible
- Revolving Loan Funds:
 - Downpayment Assistance
 - Mortgage interest rate buy downs
 - Reasonable and customary closing costs
 - Rehabilitation costs
 - RLF loaning to developers should work within the eligible cost parameters described in this section
- Ineligible Costs:
 - Staff salaries, operating and overhead, commercial costs



Program Updates

Colette Slover, HTCC PM

2025 Updates

CHFA Procedures Updated 12/2024

- CHFA's Board of Directors adopted new [Procedures](#)
- Procedures now provide high level framework
- Detailed guidance moved to the Guidelines
- Updates made in Procedures to enhance overall process improvement



CONNECTICUT HOUSING FINANCE AUTHORITY
PROCEDURES

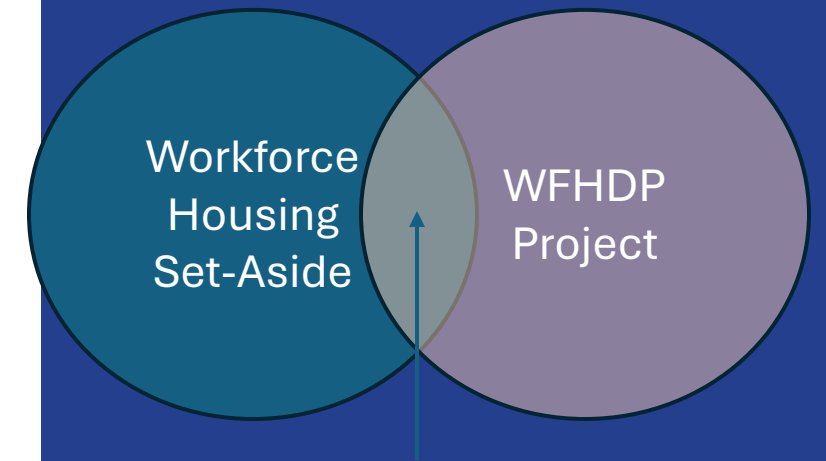
Sections Revised as of 12/1/2024

Section II - Rental Housing
Section III - Single Family Housing
Section IV(A) - Low-Income Housing Tax Credit
Section IV(C) - Housing Tax Credit Contribution Program

2025 Updates

HTCC Guidelines- Notable Changes (1 of 3)

- General class now has priorities. Priority A is awarded ahead of Priority B.
 - Priority A: Non-LIHTC Deals
 - Priority B: LIHTC Deals
- Workforce Housing (WFH)
 - No longer required to have a “program of assistance”; this was removed from the Procedures
 - WFH rental projects- 40% of units must serve eligible WFH households
- Workforce Housing Development Project
 - New statutory eligible activity (10% affordable, 50% wfh, 40% market)
 - Does not immediately qualify for set-aside;
 - must meet set-aside requirements as well (40% of units must serve CHFA defined WFH hh).

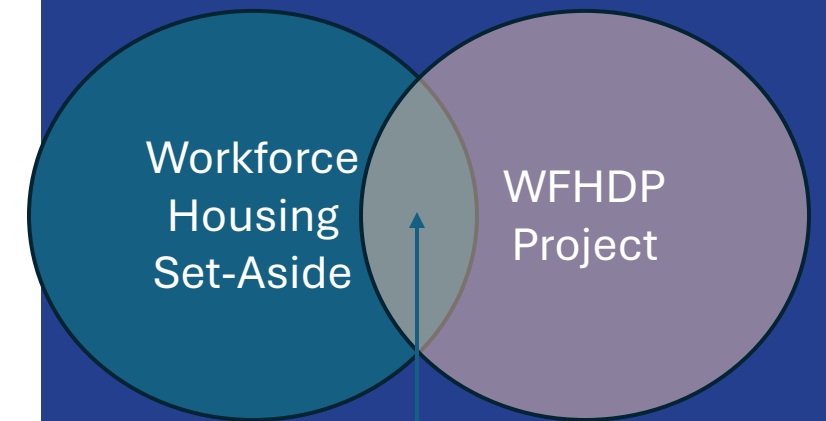


WFHDP must commit to serving 40% of units to households that qualify for CHFA defined WFH

WFH and WFHDP Definitions

Reminder....

- Workforce Housing means...
- affordable housing for low- and moderate- income persons or families that include income wage or salaried workers in the municipalities where they work.
- Additional restrictions included in the definition.
- Workforce Housing Development Project means....
(CGS Section 8-395a)
- the construction or substantial rehabilitation of dwelling units for rental housing where (A) ten per cent of the units are affordable housing, (B) fifty per cent of the units are rented to the workforce population designated by the developer, in consultation with the municipality where such project is located, and (C) forty per cent of the units are rented at a market rate
- 10% affordable
- 50% workforce
- 40% market rate



WFHDP must commit to serving 40% of units to households that qualify for CHFA defined WFH

2025 Updates

HTCC Guidelines- Notable Changes (2 of 3)

- Eligible Cost guidance now summarized in Section II. C.
- If you are applying for an additional award for the same project, applicant must provide a justification
- Land Contribution (sponsor equity): provide as-is appraisal no older than 12 months old OR a settlement statement showing how much the nonprofit paid for the property
- Any applicant committing to a low-income service period will be required to record a restriction on the property. Template or applicant certification ok with application; recorded restriction required at closeout.
 - WFH or WFHDP, must include additional restrictions to meet WF criteria



Connecticut
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Authority

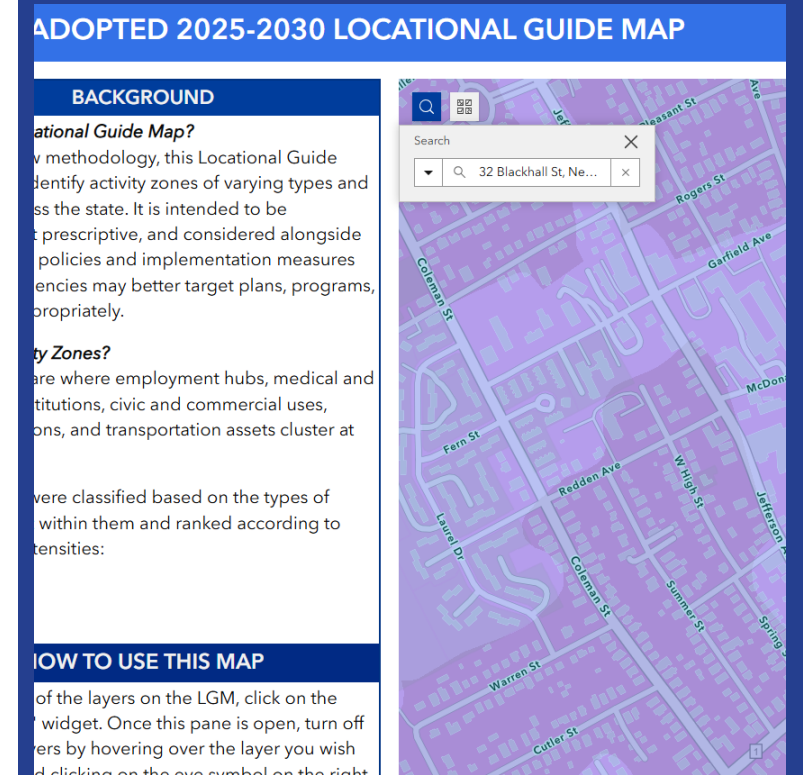
Housing Tax Credit
Contribution (HTCC)
Program Guidelines

2025

2025 Updates

HTCC Guidelines- Notable Changes (3 of 3)

- OPM PRIORITY FUNDING AREAS (points item): Map has significantly changed and is no longer a tool for allocating points.
- Applicant must provide documentation for each points item:
 - Property served by existing water service
 - Property served by existing sewer service
 - Property ½ mile from existing mass-transit station
 - Property ½ mile walking distance to 7 day a week bus service



2025 Updates

ConApp Changes

- NEW!!! Exhibit 12.3 CHFA Asset Management Confirmation:
 - CHFA/SSHP properties must provide acknowledgement from CHFA AM of your intent to apply
- UPDATED!! Exhibit 12.4 Proposal Narrative:
 - Read instructions and ensure your narrative includes requested information
 - WFHDP must provide narrative describing how projects meets the definition
- REMINDER!! Exhibit 12.12 Gap Justification Form:
 - Required for deals with DOH/CHFA financing commitments (N/A for LIHTC only)

**Architectural and Construction Services (ACS)
Review - UPDATES and REMINDERS
Jennifer Landau and Leslie Malaga**

2025 Updates

ACS Review Requirements

- Phase I ESA (if required, must be submitted with application)
- Phase II and III ESA (if applicable)
- Hazardous Materials reports
- SHPO letter (post award)
- Building Permits

2025 Reminders

- **ConApp Exhibit 3.1.a Qualified Dev Team**
 - Architect to have license issued in the State of CT (submit evidence with application)
 - EXCEPTION: 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)

2025 Reminders

- **ConApp Exhibit 3.1.a Qualified Dev Team**
 - GC to have Major Contractor's license issued in the State of CT (submit evidence with application)
 - EXCEPTION: 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 or a CT trade license.

2025 Reminders

- **ConApp Exhibit 3.1.a Qualified Dev Team**
- **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

2025 Reminders

- **ConApp Exhibit 4.4 SHPO**

- 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 (will be required later)
- Applicants must certify that SHPO requirements will be addressed as part of the scope of work

2025 Reminders

- **ConApp Exhibit 4.5.a Flood Zone Location**
 - Applicants are urged to make an early determination as to whether any part of the project is located in a 100- or 500-year floodplain as it may impact eligibility.
 - New development activities located in a floodplain are not eligible.

2025 Reminders

- **ConApp Exhibit 4.8.b Phase I/II ESA:**
 - Phase I/II 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.

2025 Reminders

- **ConApp Exhibit 4.8.b Phase I/II ESA (cont'd):**
 - Applicants may request an exemption if they provide evidence they are constructing on raw land 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.

2025 Reminders

- ConApp Exhibit 4.8.b (cont'd):
 - 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.
 - Hazardous Material Surveys: 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.

2025 Reminders

- ConApp Exhibit 4.8.b (cont'd):
 - Hazardous Material Surveys must include:
 - Asbestos
 - Lead based paint
 - Lead in soil
 - Lead in Water
 - PCBs
 - Radon
 - Mold visual survey

2025 Reminders

- **ConApp Exhibit 4.9.c and 4.9.e:**
 - NOTE PCS and ETPB not required, however, some data input may be necessary to populate Development Budget tab in ConApp

2025 Reminders

- **ConApp Exhibit 12.6 Environmental Certification:**
 - Brief summary of environmental concerns
 - Describe actions to be taken to satisfy state/local environmental requirements
 - Certify that recommendations made by LEP will be addressed as part of scope of work

Questions for Architectural and Construction Services staff?



**Application Rating and Ranking/
Points Worksheet Updates
Tre'Von Perry, Underwriter**

Application Rating- Categories

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

Application Ranking- Categories

- Permanent Supportive Housing (\$2M set-aside)
- Workforce Housing (\$1M set-aside)
- Balance of funds:
 - Priority A: Non-LIHTC
 - Priority B: LIHTC

Note: HTCC priorities are to focus on smaller projects that may have a hard time accessing State resources; the intent of the program is not for gap financing requests.

2025 Updates

Points Worksheets

- Two Points Worksheets:
 - Revolving Loan Fund
 - Housing Development
- Existing Services replaces the Priority Funding Area
 - Must upload support documentation
 - Existing Water/Sewer Service
 - ½ mile buffer Mass Transit
 - ½ mile walking distance 7 day Local Bus

2025 Updates

Points Worksheets

- Low Income Service Period points (Exhibit 14.6)
 - Must certify that units will be restricted as proposed in the application for the time period applicant is committing to. Must be submitted with Closeout Materials
- UPDATED/NEW!!! Neighborhood Revitalization Points
 - Infill Development (3 points)
 - Blighted, Abandoned, Condemned or Underutilized Site (2 points)
 - For RLF points, commit to loaning to at least one property that meets this criteria

2025 Updates

Points Worksheets

- An Infill lot is defined as a parcel of vacant land, located in an urban setting and an established neighborhood with access to existing public utilities and amenities.
- Development of housing on a blighted, abandoned, condemned, or underutilized site (e.g.; vacant school). The points will be provided if the applicant provides a letter from a Town or City Official attesting that the property meets this criteria.

Application/ HTCC Process and Timeline

Steven Norris, MF Development Officer

**SHAREPOINT SITE REQUEST DEADLINE:
MONDAY, JUNE 2, 2025**

**APPLICATION DUE DATE:
WEDNESDAY JUNE 4, 2025**

**APPLICATION
DUE DATE**

WEDNESDAY

**JUNE 4, 2025
at 4pm**

Application Process

- Must use version 2025 ConApp
- Submit by the due date to be considered
- Applications that do not meet Threshold requirements will not be considered (review the Exhibit Checklist in the ConApp)
- 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

Application Process

- 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

2025 Calendar

June

- SharePoint Site Requests must be received by June 2, 2025
- Applications due to SharePoint on June 4, 2025 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 2025
- 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 2025

Maintaining Compliance

Colette Slover, HTCC PM

Critical Components of Maintaining Compliance

Section IV. Compliance

- 1. Obtain necessary project approvals (zoning, building permits etc.)
- 2. Maintain segregated bank account and accurate accounting records
- 3. Market the Housing Program
- 4. Meet the required Housing Program Timeframes
- 5. Submit timely, accurate and complete quarterly and closeout reports
- 6. Seek approval for changes and modifications to budget and Housing Program
- 7. Participate in CHFA Monitoring Activities
- 8. Avoid penalties and noncompliance designations



Maintaining Compliance- TIPS

1. Maintain your segregated account
 - HTCC should be the only funds in the account
 - Funds should be for approved HTCC expenditures only
 - Report expenditures quarterly
2. Follow your approved HTCC Budget; request a modification if necessary
3. Follow Project Timeline
 - Track your closeout date
 - Report delays on quarterly report
 - Reach out to CHFA staff if delays are significant
4. Participate in monitoring activities (site visits)



Quarterly Reports- TIPS

1. Submit them on time, through the [HTCC Drop Box](#) to avoid penalties
2. Use the most [recent version](#) of the report
3. Be sure to include all required attachments (e.g.: bank statements, bank reconciliation, invoices, progress photos, building permits, funding commitments)
4. Update the form each quarter including percentage complete and narrative sections
5. Follow your approved HTCC Budget; request a modification if necessary
6. Changes to the approved Housing Program should be discussed with CHFA and included in the report



Project Closeout- TIPS

1. Know your closeout date!!
 - 3 years from Reservation Letter (Housing Development)
 - 3 years from receipt of funds (RLF)
2. Contact CHFA early regarding project delays (include in quarterly report)
3. Submit your closeout materials by the deadline
4. Review the closeout checklist in the months leading up to your closeout date to ensure documentation is available
5. Make sure you are completing the Housing Program that you proposed in your application
6. CHFA staff are required to confirm application commitments (points items) with closeout materials



Closeout Deadline Statutory Requirements

1. To be eligible for approval a housing program shall be scheduled for completion not more than **three years from** the date of approval.
2. If a project fails to be completed on or before **three years from the date of approval** of the project, or at any time the authority determines that a program or project is unlikely to be completed, the **authority may reclaim any remaining funds** contributed by business firms and reallocate such funds to another eligible program or project

GENERAL STATUTES OF CONNECTICUT



Closeout Deadline Procedure Requirements

Failure to submit final completion documents, as stated above, to the Authority within **three (3) years and ninety (90) days** from the date of the Reservation Letter will result in the **ineligibility of the awardee in the HTCC Program for a period of two (2) consecutive funding rounds of the HTCC Program.**



CONNECTICUT HOUSING FINANCE AUTHORITY PROCEDURES

Sections Revised as of 12/1/2024

Section II - Rental Housing
Section III - Single Family Housing
Section IV(A) - Low-Income Housing Tax Credit
Section IV(C) - Housing Tax Credit Contribution Program

Closeout Deadline Extension Requests- TIPS

- PRIOR TO SUBMITTING AN APPLICATION:
Consider whether your project is ready to proceed and whether it can be completed in the required timeframe
- Closeout Extensions may be considered by CHFA.
- Notify CHFA early when experiencing delays
- Awardee's responsibility to track deadline and seek extensions
- Don't wait 30 days before the deadline



CONNECTICUT HOUSING FINANCE AUTHORITY PROCEDURES

Sections Revised as of 12/1/2024

Section II - Rental Housing
Section III - Single Family Housing
Section IV(A) - Low-Income Housing Tax Credit
Section IV(C) - Housing Tax Credit Contribution Program

Closeout Deadline Extension Requests

- It is possible for CHFA to approve a closeout extension and determine the Nonprofit is out of compliance for failure to meet the original closeout deadline
- In this case, the nonprofit will be considered out of compliance until the Housing Program has been closed
- A compliance determination will be made at CHFA's sole discretion
- If the extension is denied, the Nonprofit is not eligible to apply for two years per the Procedures



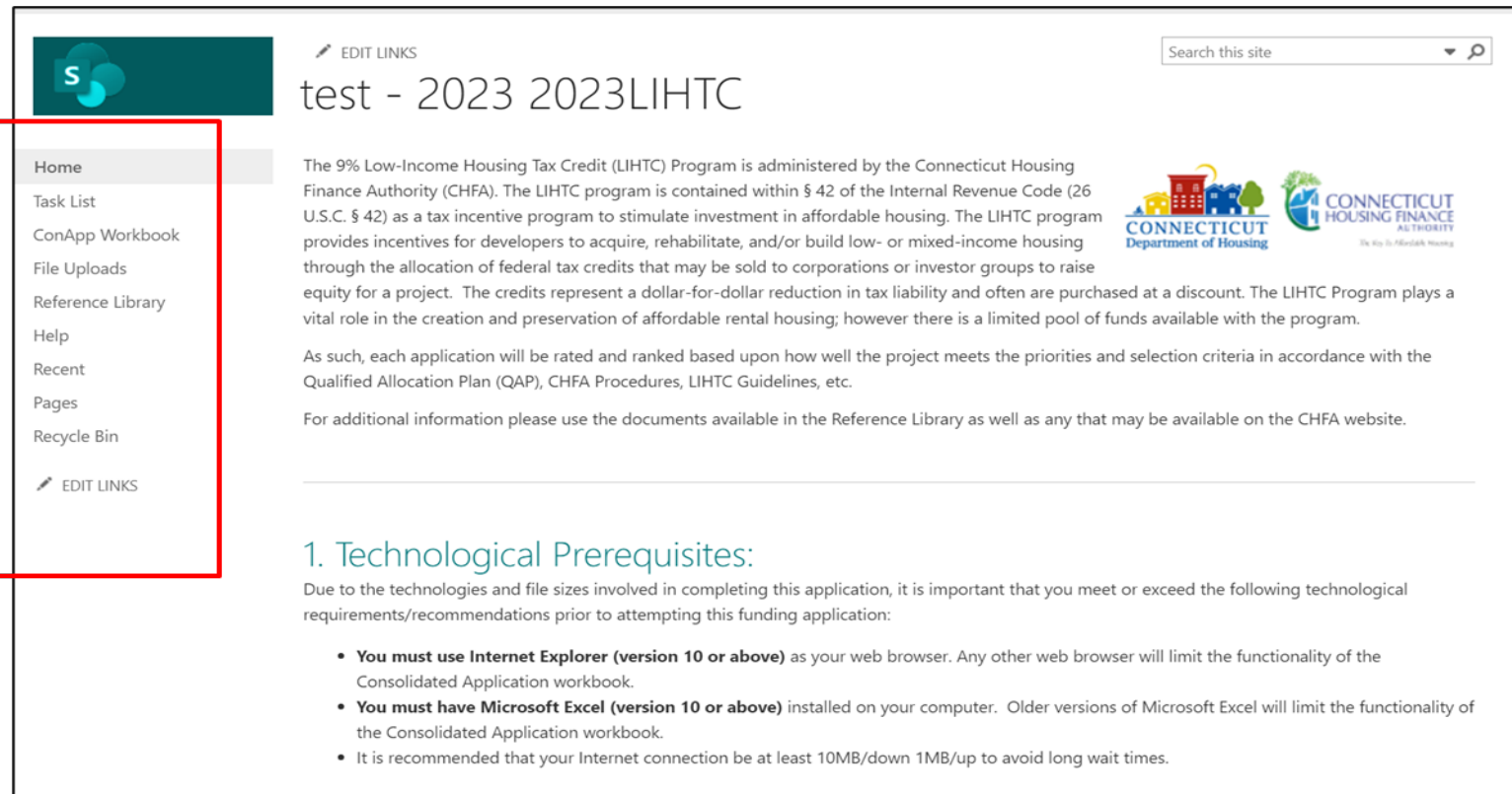


SharePoint and Consolidated Application

Steven Norris, MF Development Officer

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, enabling users to access, manage, and share application information



The screenshot shows a SharePoint web page titled "test - 2023 2023LIHTC". On the left, a navigation menu is highlighted with a red box, containing links to Home, Task List, ConApp Workbook, File Uploads, Reference Library, Help, Recent, Pages, and Recycle Bin. The main content area features a search bar, a description of the 9% Low-Income Housing Tax Credit (LIHTC) Program, and logos for the Connecticut Department of Housing and the Connecticut Housing Finance Authority. Below this, there is a section titled "1. Technological Prerequisites:" which lists requirements for using Internet Explorer and Microsoft Excel.

EDIT LINKS

Search this site

test - 2023 2023LIHTC

The 9% Low-Income Housing Tax Credit (LIHTC) Program is administered by the Connecticut Housing Finance Authority (CHFA). The LIHTC program is contained within § 42 of the Internal Revenue Code (26 U.S.C. § 42) as a tax incentive program to stimulate investment in affordable housing. The LIHTC program provides incentives for developers to acquire, rehabilitate, and/or build low- or mixed-income housing through the allocation of federal tax credits that may be sold to corporations or investor groups to raise equity for a project. The credits represent a dollar-for-dollar reduction in tax liability and often are purchased at a discount. The LIHTC Program plays a vital role in the creation and preservation of affordable rental housing; however there is a limited pool of funds available with the program.

As such, each application will be rated and ranked based upon how well the project meets the priorities and selection criteria in accordance with the Qualified Allocation Plan (QAP), CHFA Procedures, LIHTC Guidelines, etc.

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

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/down 1MB/up to avoid long wait times.





Sharing the Site

- SharePoint allows collaboration, which means multiple team users can work on the application simultaneously. This allows multiple users to:
 - Assign and complete tasks
 - Update a single Consolidated Application workbook
 - Upload files as necessary

Requesting a SharePoint Site

- 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 additional users who need access

For further information and instructions for the request, please see the [General SharePoint Web App Instructions](#) located on our website.



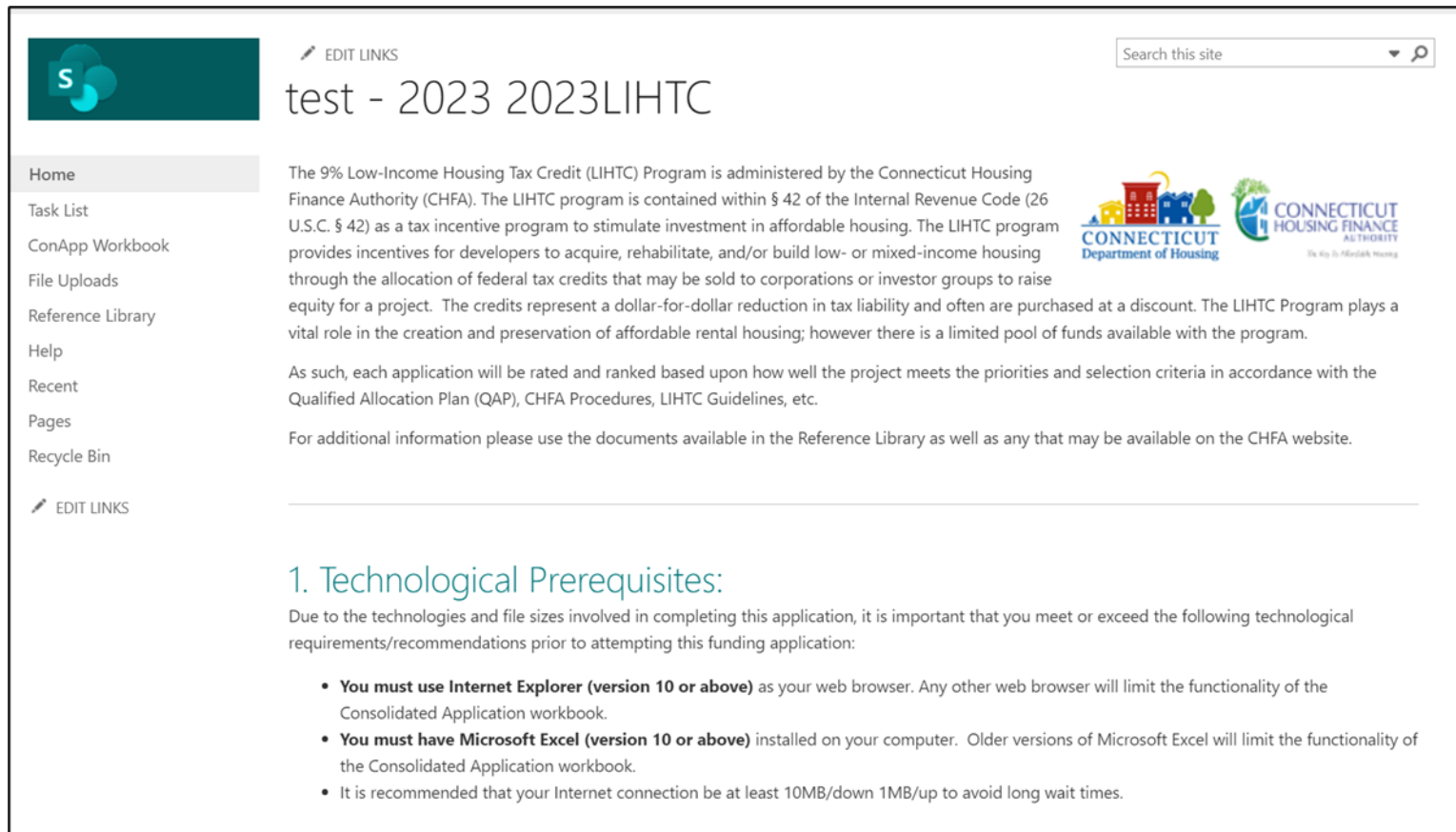


How to get access to SharePoint

- Each application request will require a separate email request
 - Do not combine multiple requests within a single email
 - For instance, if a hybrid financing structure is proposed, one email requesting a SharePoint for the 9% portion, and one email requesting a SharePoint for the 4% portion is required
- Allow 2-3 business days for website to be created
- When the site is ready, you will receive an email with access to the application specific website
- A Microsoft Account will have to be created for each email address used in SharePoint (Please see the General SharePoint Web App Instructions on our website for more information)
- Microsoft has implemented enhanced security measures that restrict group members from sharing the site with external users.
 - To request the addition of users who need access, an email request containing user information must be sent to applicationrequest@chfa.org.

Using SharePoint

- In the portal you will find
 - A description of the funding round
 - Quick access buttons on the left side



The screenshot shows a SharePoint site interface. On the left is a navigation pane with links: Home, Task List, ConApp Workbook, File Uploads, Reference Library, Help, Recent, Pages, and Recycle Bin. The main content area has a title 'test - 2023 2023LIHTC' and a search bar. Below the title is a paragraph describing the 9% Low-Income Housing Tax Credit (LIHTC) Program, administered by the Connecticut Housing Finance Authority (CHFA). It mentions that the program is contained within § 42 of the Internal Revenue Code and provides incentives for developers to acquire, rehabilitate, and/or build low- or mixed-income housing. It also states that the credits represent a dollar-for-dollar reduction in tax liability and are often purchased at a discount. The LIHTC Program plays a vital role in the creation and preservation of affordable rental housing; however, there is a limited pool of funds available with the program. Below this paragraph is another paragraph stating that each application will be rated and ranked based upon how well the project meets the priorities and selection criteria in accordance with the Qualified Allocation Plan (QAP), CHFA Procedures, LIHTC Guidelines, etc. A third paragraph advises that for additional information, users should use the documents available in the Reference Library as well as any that may be available on the CHFA website. To the right of the text are logos for the Connecticut Department of Housing and the Connecticut Housing Finance Authority. Below the text is a section titled '1. Technological Prerequisites:' followed by a paragraph stating that due to the technologies and file sizes involved in completing this application, it is important that users 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/down 1MB/up to avoid long wait times.

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; no further changes can be made once the application is submitted!

The screenshot displays a SharePoint 'Task List' page. On the left is a navigation sidebar with links to Home, Task List (selected), ConApp Workbook, File Uploads, Reference Library, Help, Recent, Pages, and Recycle Bin. The main content area has a title 'Task List' and a search bar. Below the title is a descriptive paragraph and an important notice: '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)'. A timeline view shows dates from 2018 to 2022, with a specific event 'Consolidated Application and QAP Overview Session' on 9/7 - 9/13. Below the timeline, there are tabs for 'All Tasks', 'Calendar', and 'Completed'. The 'All Tasks' tab is active, showing a list of tasks with checkboxes, titles, due dates, and assignees. The tasks are:

✓	<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 13, 2022	...
	<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"/>	SHPO and CEPA pre-application notifications due from applicants to SHPO and DOH	October 14, 2022	...
	<input type="checkbox"/>	Preliminary Applications due	November 4, 2022	...
	<input type="checkbox"/>	Applications due for CHFA Taxable Bond Financing	November 18, 2022	...
	<input type="checkbox"/>	Complete the Consolidated Application Workbook (see below)	January 11	...
	<input type="checkbox"/>	Ready for Review (Check when ready to submit application)	January 11	...

Consolidated Application Workbook

- Can be found in SharePoint for download to your PC



- Can also be downloaded from CHFA and DOH websites
- Must be downloaded from either source, filled out and then uploaded to SharePoint when complete (prior to submission deadline)
 - Must use current version of the ConApp, prior versions will not be accepted



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
- Keep file names short and relevant.
- Do not repeat project names in the file path.
- Avoid unnecessary spaces or hyphens.
- Abbreviate “Consolidated Application” as “ConApp”

4. Exhibit Uploads

Click the link below to open the Exhibit Upload Document Library. The Exhibit Uploads Document Library allows applicants to attach/upload file exhibits to this funding application. There are several templates available in the [Reference Library](#) section that should be completed and uploaded to the respective folder, per the Threshold requirements listed in the Exhibit Checklist of the Consolidated Application. (For help on how to upload file exhibits, [click here](#).)

 [Go to the Exhibit Uploads Document Library](#)



Section Folders

- Section folders are aligned with sections in the Consolidated Application
- Upload files to the relevant section folders

THIS FORM MUST BE SUBMITTED WITH INITIAL APPLICATION & ALL RESUBMISSIONS		
Show All		
Exhibit Number	Core Items	CHFA DOH only
A	Completed Exhibit Checklist (Form Provided)	
B	Cover Sheet (Form Provided)	
C	Summary Sheet (Form Provided)	
D	Application (Form Provided)	
SECTION I. APPLICANT and CO-SPONSOR		
1.1	Applicant Info	
1.2	Applicant Type	
1.3	Co-Sponsor Info	
1.4	Co-Sponsor Type	
1.5	Organizational Documents	
1.6	Financial Statements	
SECTION II. REGULATORY COMPLIANCE		
SECTION III. DEVELOPMENT TEAM		
3.1.a	Qualified Development Team Contact Information (Form Provided)	
3.1.c	Organization Chart	
SECTION IV. DEVELOPMENT		
4.1	Development Info	

File Uploads

Home Task List ConApp Workbook

File Uploads

Reference Library Help Recent Pages Recycle Bin

EDIT LINKS

SECTION I - APPLICANT & CO-SPONSOR

SECTION II - REGULATORY COMPLIANCE

SECTION III - DEVELOPMENT TEAM

SECTION IV - DEVELOPMENT

SECTION IX - AFFIRMATIVE ACTION FAIR HOUSING & EQUAL OPPORTUNITY

SECTION V - RENTAL DEVELOPMENTS (NA for Homeownership Projects)

SECTION VI - FINANCING

SECTION VII - HOMEOWNERSHIP DEVELOPMENTS (NA for Rental Properties)

SECTION VIII - DOH FEDERAL PROGRAMS

SECTION X - CERTIFICATIONS

SECTION XI - OTHER

SECTION XIII - POINTS CALCULATION WORKSHEETS

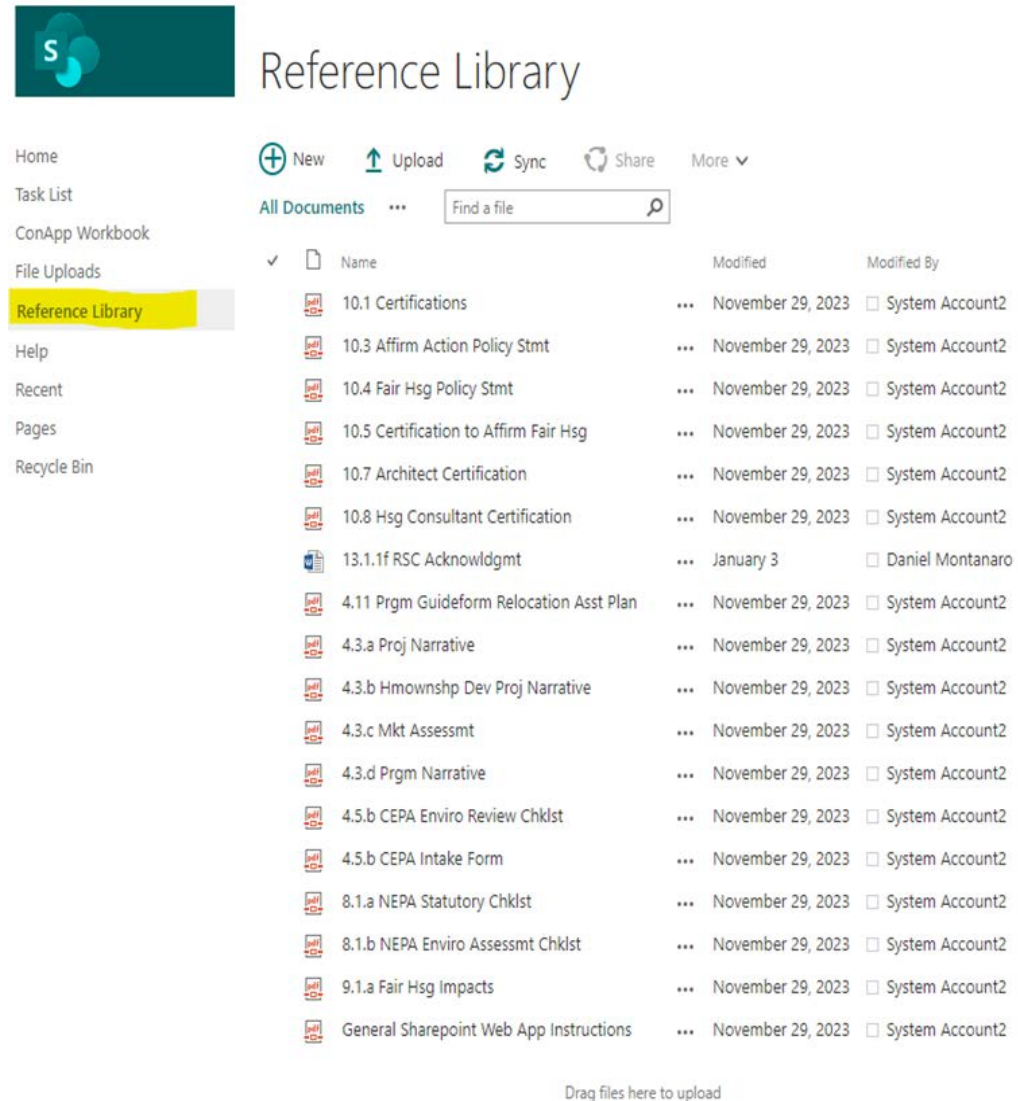
SECTION XV - MISCELLANEOUS EXHIBITS

SECTION XX - CLARIFICATIONS

Drag files here to upload

Reference Library

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



The screenshot displays the SharePoint 'Reference Library' interface. On the left is a navigation pane with links to Home, Task List, ConApp Workbook, File Uploads, Reference Library (highlighted), Help, Recent, Pages, and Recycle Bin. The main area features a header with 'Reference Library' and a toolbar with 'New', 'Upload', 'Sync', 'Share', and 'More' options. Below the toolbar is a search bar labeled 'Find a file'. The central part of the interface is a table listing various documents. Each row includes a checkbox, a file icon, the document name, a three-dot menu, the modification date, and the user who last modified the file. The documents listed are primarily PDFs related to certifications, policy statements, and project narratives, mostly dated November 29, 2023, and modified by 'System Account2'. One document, '13.1.1f RSC Acknowledgmt', is dated January 3 and modified by 'Daniel Montanaro'. At the bottom of the interface, there is a text prompt: 'Drag files here to upload'.

	Name	Modified	Modified By
<input checked="" type="checkbox"/>	10.1 Certifications	... November 29, 2023	<input type="checkbox"/> System Account2
	10.3 Affirm Action Policy Stmt	... November 29, 2023	<input type="checkbox"/> System Account2
	10.4 Fair Hsg Policy Stmt	... November 29, 2023	<input type="checkbox"/> System Account2
	10.5 Certification to Affirm Fair Hsg	... November 29, 2023	<input type="checkbox"/> System Account2
	10.7 Architect Certification	... November 29, 2023	<input type="checkbox"/> System Account2
	10.8 Hsg Consultant Certification	... November 29, 2023	<input type="checkbox"/> System Account2
	13.1.1f RSC Acknowledgmt	... January 3	<input type="checkbox"/> Daniel Montanaro
	4.11 Prgm Guideform Relocation Asst Plan	... November 29, 2023	<input type="checkbox"/> System Account2
	4.3.a Proj Narrative	... November 29, 2023	<input type="checkbox"/> System Account2
	4.3.b Hmownshp Dev Proj Narrative	... November 29, 2023	<input type="checkbox"/> System Account2
	4.3.c Mkt Assessmt	... November 29, 2023	<input type="checkbox"/> System Account2
	4.3.d Prgm Narrative	... November 29, 2023	<input type="checkbox"/> System Account2
	4.5.b CEPA Enviro Review Chklist	... November 29, 2023	<input type="checkbox"/> System Account2
	4.5.b CEPA Intake Form	... November 29, 2023	<input type="checkbox"/> System Account2
	8.1.a NEPA Statutory Chklist	... November 29, 2023	<input type="checkbox"/> System Account2
	8.1.b NEPA Enviro Assessmt Chklist	... November 29, 2023	<input type="checkbox"/> System Account2
	9.1.a Fair Hsg Impacts	... November 29, 2023	<input type="checkbox"/> System Account2
	General Sharepoint Web App Instructions	... November 29, 2023	<input type="checkbox"/> System Account2

Drag files here to upload



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



Home
Task List
ConApp Workbook
File Uploads
Reference Library
Help
Recent
Recycle Bin

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 i
with. The timeline below shows important upcoming dates. Below are tasks to be completed. (For help on how to use this checklist, click here.)



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.

A red starburst graphic with a jagged, multi-pointed border, containing the due date text.

**Due Date 4:00 PM
June 4, 2025**



Questions?

Questions on
SharePoint may be
sent by email to
applicationrequest@chfa.org

Questions on the
Consolidated
Application may be
sent to Colette at
Colette.Slover@chfa.org

Thank you!

Application Preparation

Colette Slover, HTCC PM

Application Preparation - TIPS

1. Use the 2025 Version of the ConApp
2. Follow the Exhibit checklist in the ConApp and read the application to clearly understand what is required - If there is a “T” on the checklist, it is a threshold requirement.
 - Applications can be removed from consideration if “T” items are missing
3. Identify long lead items that are needed with your application, such as a Phase I and HazMat Reports
4. Get clarification on what ACS items are required/not required based on your proposed Housing Program



Application Preparation - TIPS

5. When preparing exhibits, refer closely to the ConApp instructions for each item. Make sure your responses address what is being asked for each item. Adjustments are made each year to clarify requirements so be sure to review.
6. When preparing evidence of financial commitments for your application (points item), be sure to refer to the HTCC Guidelines for what documentation is acceptable
7. Don't wait until the last minute to submit your application – give yourself time to address questions or issues with your submission.
8. Consider your project's readiness to proceed and whether it can reasonably be expected to be completed within the required timeframe.



Resources

Resources

- [CHFA Procedures](#)
- [Income Limits](#)
- [CHFA Single Family Sales Limits](#)
- CHFA Policy Statement:
 - [Program Eligibility Requirements: Delinquent or Non-Performing Applicants](#)
- [CHFA HTCC Webpage](#)
 - [HTCC Guidelines](#)
 - Round FAQs (if applicable)
 - Quarterly Report Forms
 - Closeout Forms
 - Information Session Slides



Questions?

Colette Slover, HTCC Program Manager

- Colette.Slover@chfa.org
- 860-471-4338

Jennifer Landau, Senior Program Office-
Architectural and Construction Services

- Jennifer.Landau@chfa.org

THANK YOU!





Unlocking Solutions, Building Strong Communities.