



# 2026 HTCC

## Information Session



# 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.



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Housing  
Finance  
Authority

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Housing Tax Credit  
Contribution (HTCC)  
Program Guidelines

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# 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



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Program Guidelines

# 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



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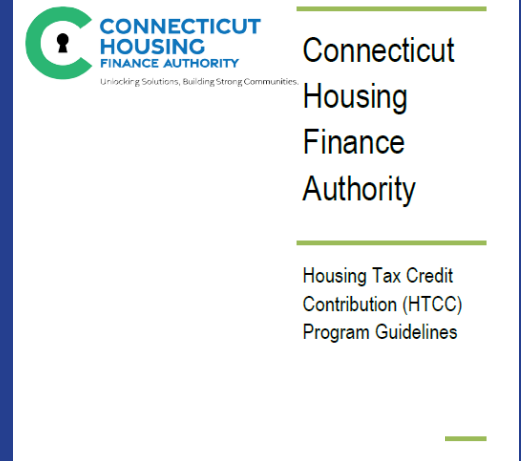
Housing Tax Credit  
Contribution (HTCC)  
Program Guidelines

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# Eligible Costs

## Section II. C.

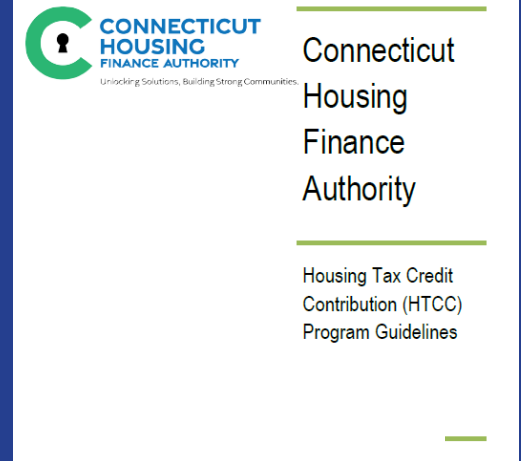
- Generally, hard and soft costs necessary for completion of the project:
  - Acquisition, construction costs, A&E, environmental reports and remediation, financing fees, soft costs
  - Reasonable developer fees and capitalized reserves; allocate to other sources if feasible
- **NEW!!!** Construction labor hours by employees of the Nonprofit Corporation that are attributable to HTCC assisted units are eligible costs.



# Eligible Costs

## Section II. C.

- 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



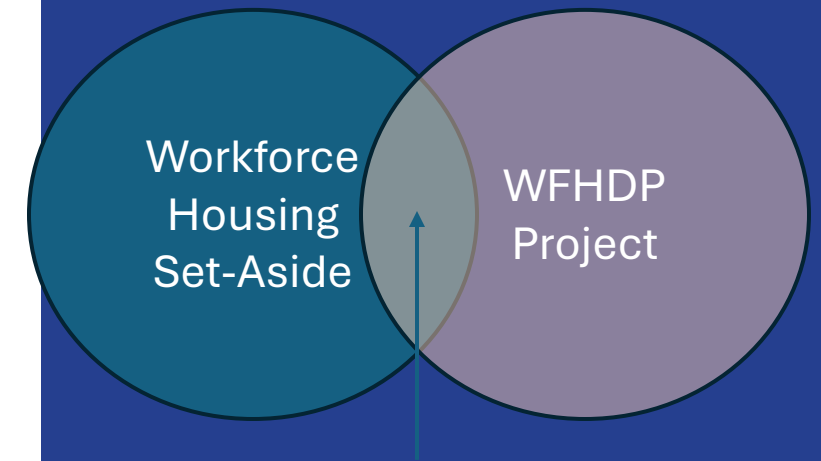
# **Program Updates & Reminders**

**Colette Slover, HTCC PM**

# 2026 Updates & Reminders

## HTCC Guidelines (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
  - ***NEW!!! 9% LIHTC Housing Developments must demonstrate that they were awarded under the 10% nonprofit set-aside***
- 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 households).

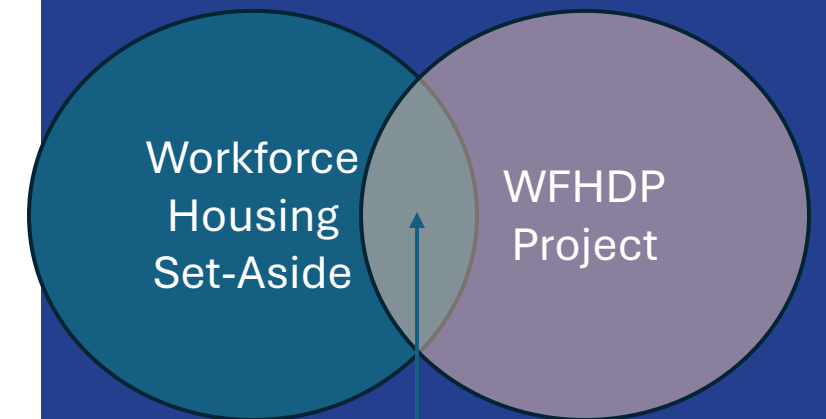


WFHDP must commit to serving 40% of units to households that qualify for CHFA defined WFH

# 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

# 2026 Updates & Reminders

## HTCC Guidelines (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, *the current assessed value* 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



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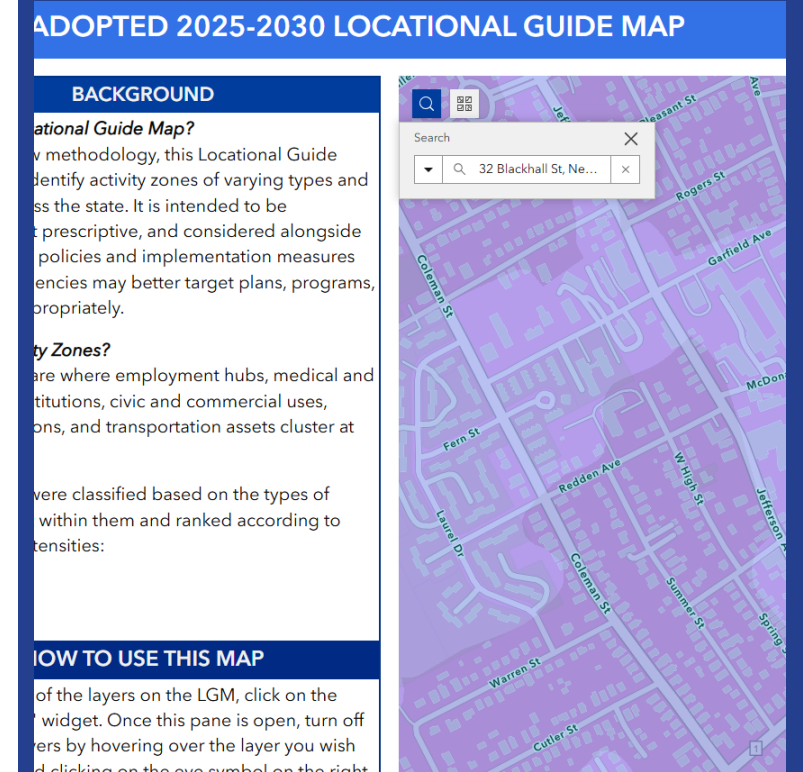
Housing Tax Credit  
Contribution (HTCC)  
Program Guidelines

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# 2026 Updates & Reminders

## HTCC Guidelines (3 of 3)

- EXISTING Services at Project Location (points item) replaces OPM Priority Funding Area map which no longer exists.
  - Existing sewer service
  - Existing water service
  - ½ mile buffer to existing Mass Transit
  - Local, seven day a week bus service
- **Mass Transit** now defined in Guidelines (points item): means a hub along the CTfastrak corridor or the Hartford rail line, Shoreline East or MetroNorth's New Haven, New Canaan, Danbury or Waterbury lines.



# 2026 Updates & Reminders

## ConApp Reminders

- Exhibit 12.3 CHFA Asset Management Confirmation:
  - CHFA/SSHP properties must provide acknowledgement from CHFA AM of your intent to apply
- Exhibit 12.4 Proposal Narrative:
  - Read instructions and ensure your narrative includes requested information
  - WFHDP must provide narrative describing how projects meets the definition
- 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**

# 2026 Updates

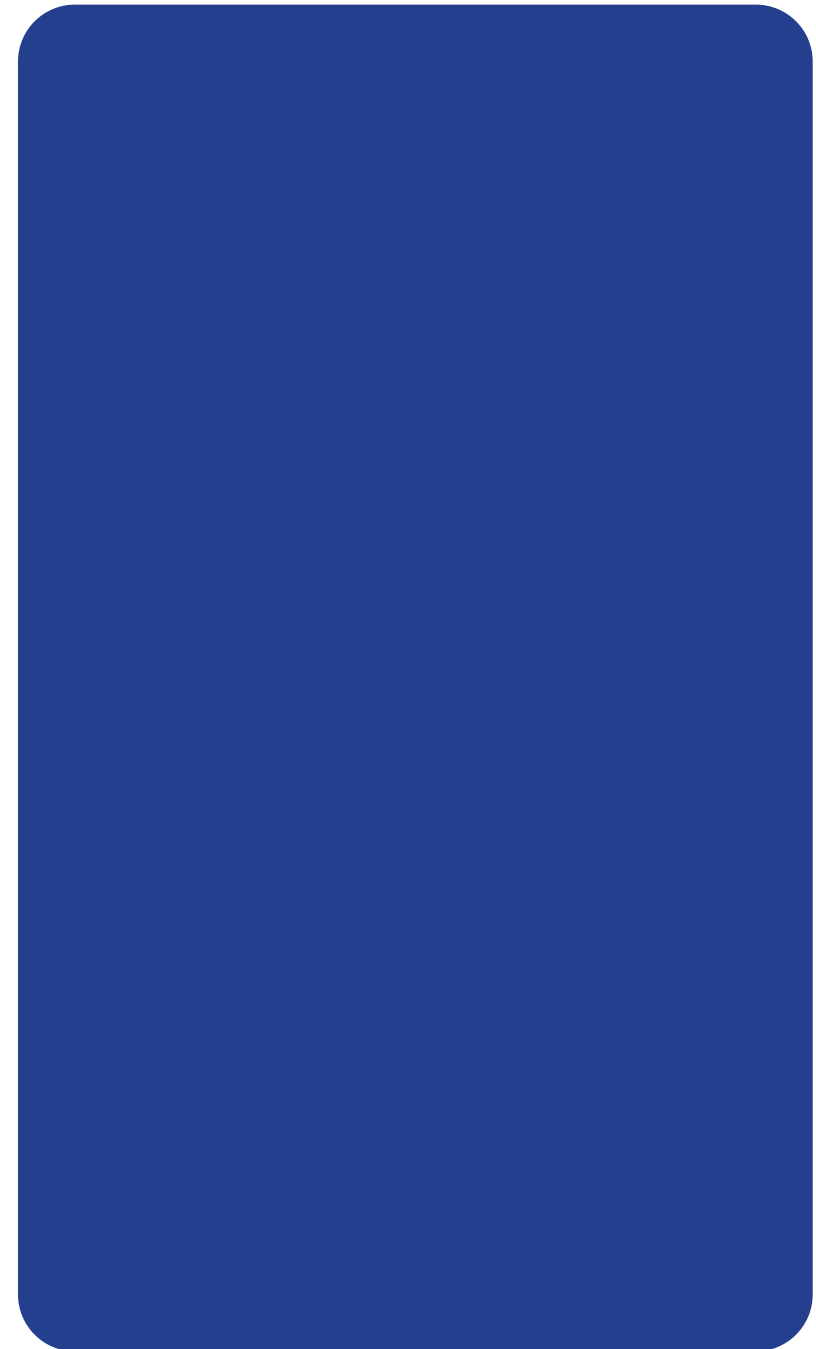
## ACS Review Requirements

- 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
- **NEW!!** Exhibit 12.13: If permits are not provided with the application, indicate what permits will be required for the scope of work.



# 2026 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)

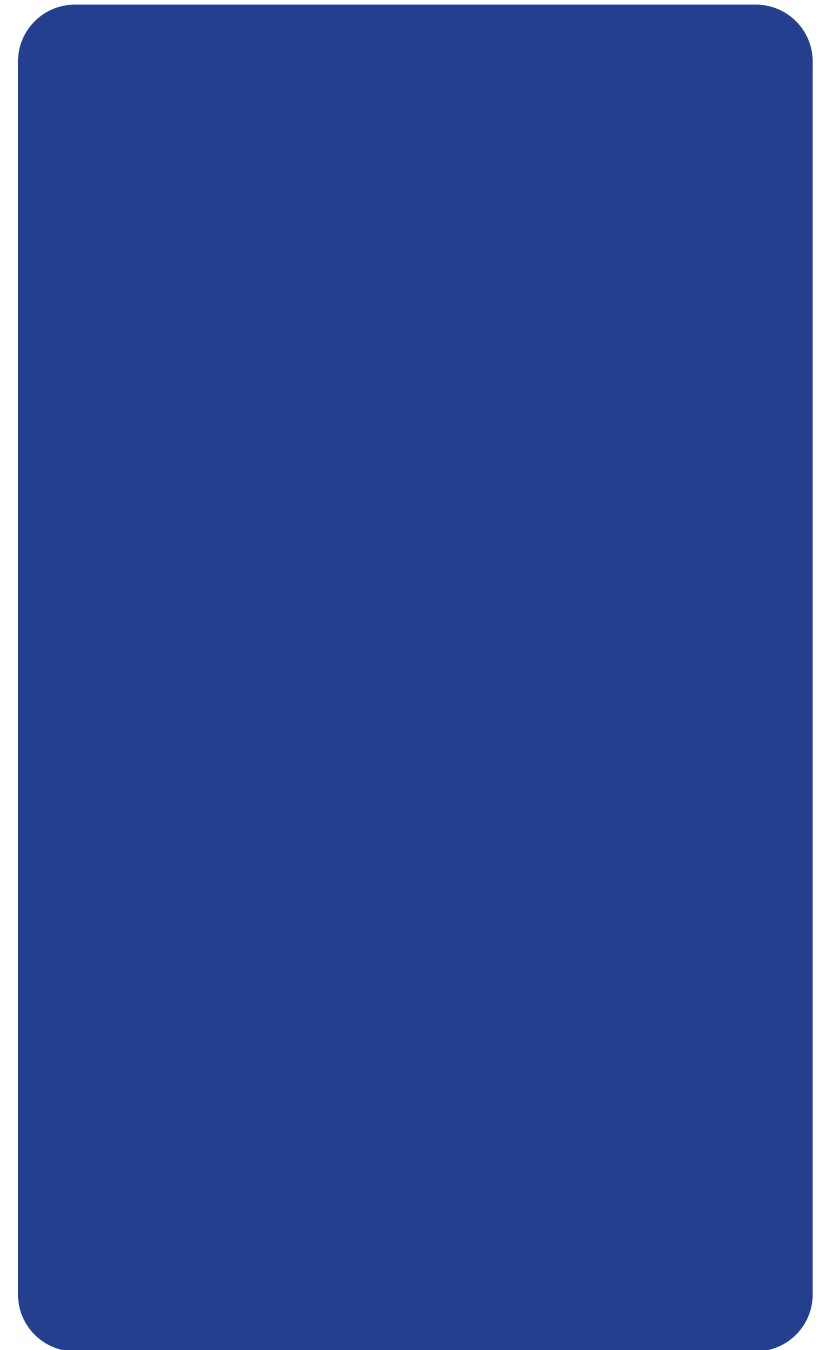


# 2026 Reminders

- **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.

# 2026 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



# 2026 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

# 2026 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.



# 2026 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.

# 2026 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.

# 2026 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.



# 2026 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



# 2026 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



# 2026 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



# 2026 Updates & Reminders

## Points Worksheets

- Two Points Worksheets:
  - Revolving Loan Fund
  - Housing Development
- **2026 Points Changes- Housing Development**
  - Removal of Opportunity Map (4 points)
  - NEW! Environmental Reports Completed (2 points)
  - NEW! Board of Directors with 50% or more minority/women representation (2 points)

# 2026 Updates & Reminders

## Points Worksheets

- **2026 Points Changes- Revolving Loan Fund**
  - Removal of Opportunity Map (3 points)
  - One point added to Blighted, Abandoned, Condemned site or building (3 points)
  - NEW! Board of Directors with 50% or more minority/women representation (2 points)
  - EXHIBIT 14.8 “Nonprofit Board Composition Certification” upload Executive Director certification for point consideration

# 2026 Updates & Reminders

## Points Worksheets

- Existing Services replaces the Priority Funding Area
  - **Must upload support documentation**
  - Existing Water/Sewer Service
  - ½ mile buffer Mass Transit (defined in Guidelines)
  - ½ mile walking distance 7-day Local Bus

# 2026 Updates & Reminders

## 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.
  - NOTE: A recorded restriction evidencing application commitment for a Low Income Service Period must be submitted with Closeout Materials.
- Neighborhood Revitalization Points
  - Infill Development (3 points)
  - Blighted, Abandoned, Condemned site or building (2 points)
  - For RLF points, commit to loaning to at least one property that meets this criteria

# 2026 Updates & Reminders

## Points Worksheets

- Firm Financial Commitments
  - Attach and label firm financial commitments with Exhibit 6.5 for point consideration
- Be sure to provide documentation:
  - 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, site or building.** 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 1, 2026**

**APPLICATION DUE DATE:  
WEDNESDAY JUNE 3, 2026**

**APPLICATION  
DUE DATE**

**WEDNESDAY**

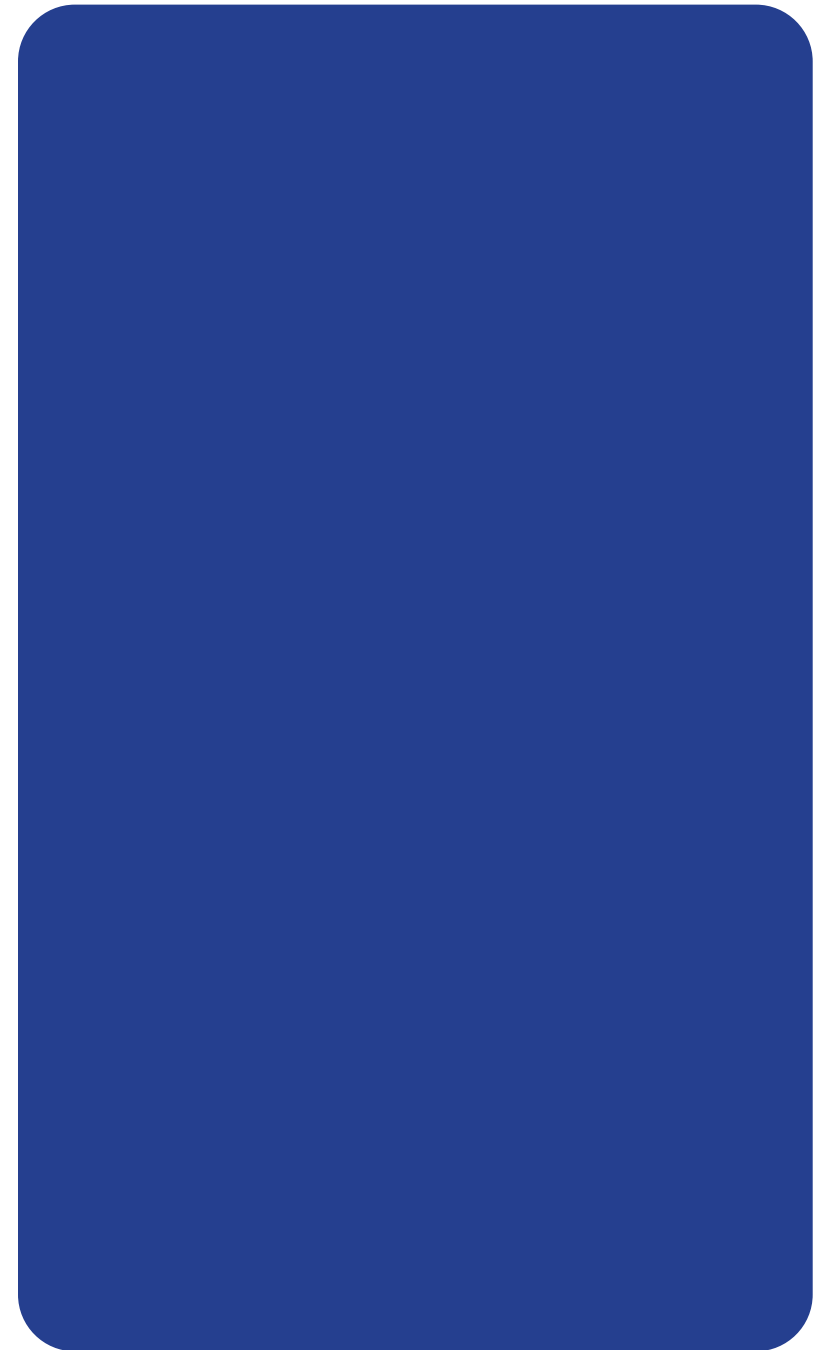
**JUNE 3, 2026  
at 4pm**

# Application Process

- Must use version 2026 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



# 2026 Calendar

## June

- SharePoint Site Requests must be received by June 1, 2026
- Applications due to SharePoint on June 3, 2026 by 4:00 PM

## September

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

## November

- Contributing Business Firm applications are due to CHFA November 2026
- 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 2026



# 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 the budget and the 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 use 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, advance detail)
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 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

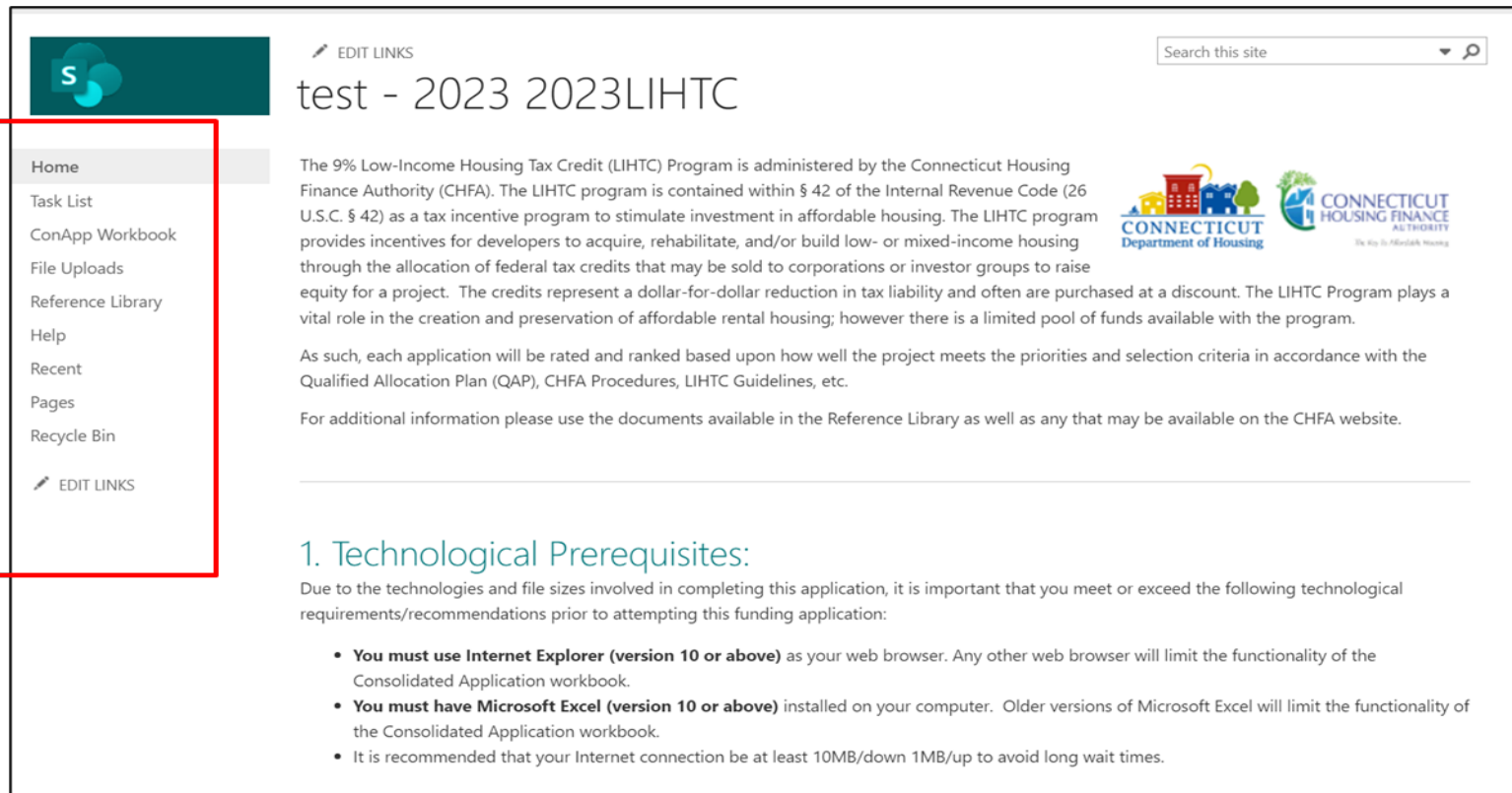


# SharePoint and Consolidated Application

## 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 page with a navigation menu on the left, a search bar at the top right, and a main content area. The navigation menu is highlighted with a red box and includes: Home, Task List, ConApp Workbook, File Uploads, Reference Library, Help, Recent, Pages, and Recycle Bin. The main content area features a title 'test - 2023 2023LIHTC', a search bar, and a description of the 9% Low-Income Housing Tax Credit (LIHTC) Program. The description states that the program is administered by the Connecticut Housing Finance Authority (CHFA) and provides incentives for developers to acquire, rehabilitate, and/or build low- or mixed-income housing. It also mentions that the LIHTC Program plays a vital role in the creation and preservation of affordable rental housing. Below the description, there is a section titled '1. Technological Prerequisites:' which lists three requirements: using Internet Explorer (version 10 or above), having Microsoft Excel (version 10 or above) installed, and ensuring a minimum internet connection speed of 10MB/down 1MB/up.

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](mailto: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

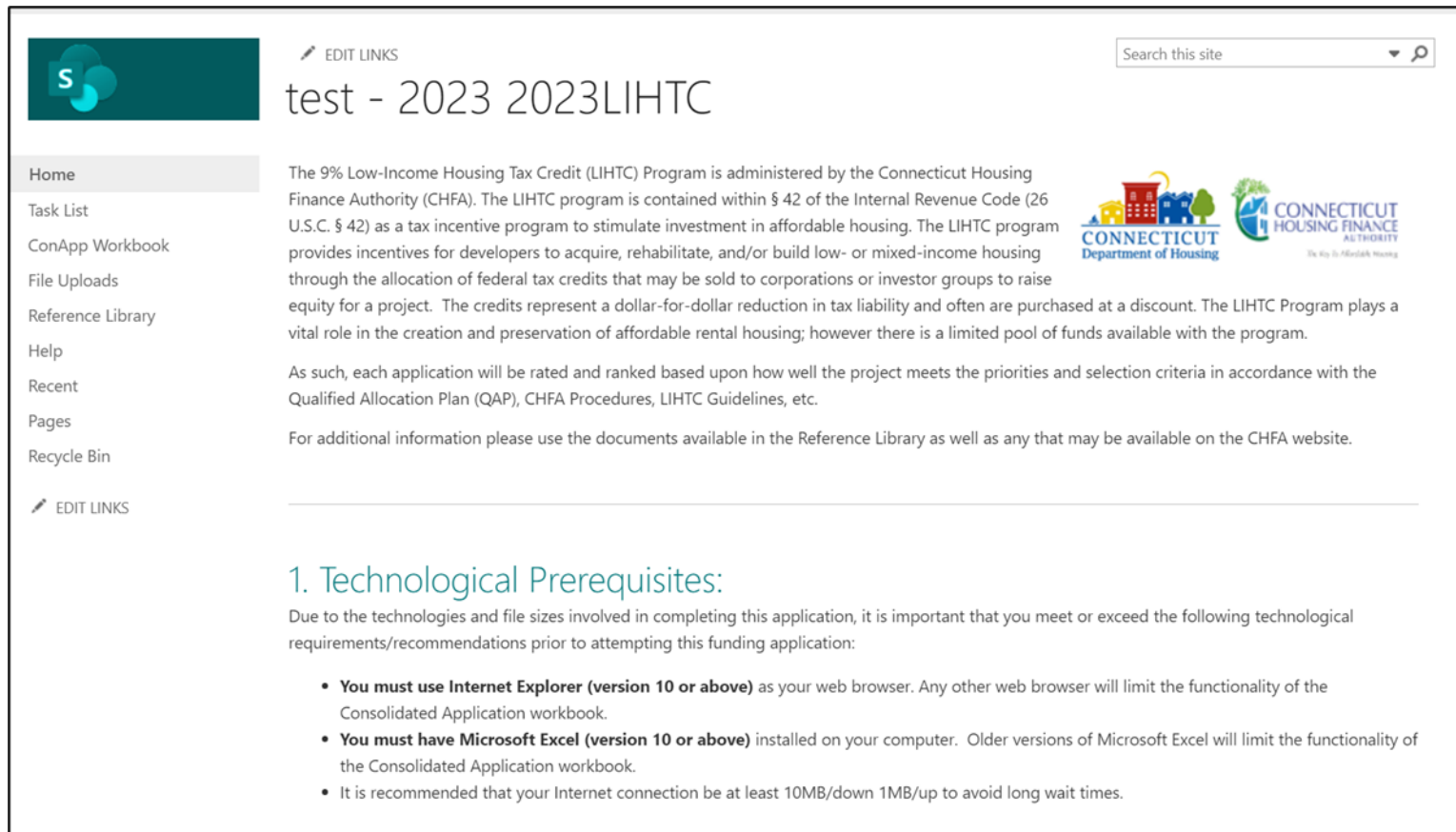
For further information and instructions for the request, please see the [General SharePoint Web App Instructions](#) located on our website.

# 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](mailto: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 page titled "test - 2023 2023LIHTC". The page features a left-hand navigation pane with links for Home, Task List, ConApp Workbook, File Uploads, Reference Library, Help, Recent, Pages, and Recycle Bin. The main content area includes a search bar, a description of the 9% Low-Income Housing Tax Credit (LIHTC) program, and a section titled "1. Technological Prerequisites:" with a bulleted list of requirements.

**test - 2023 2023LIHTC**

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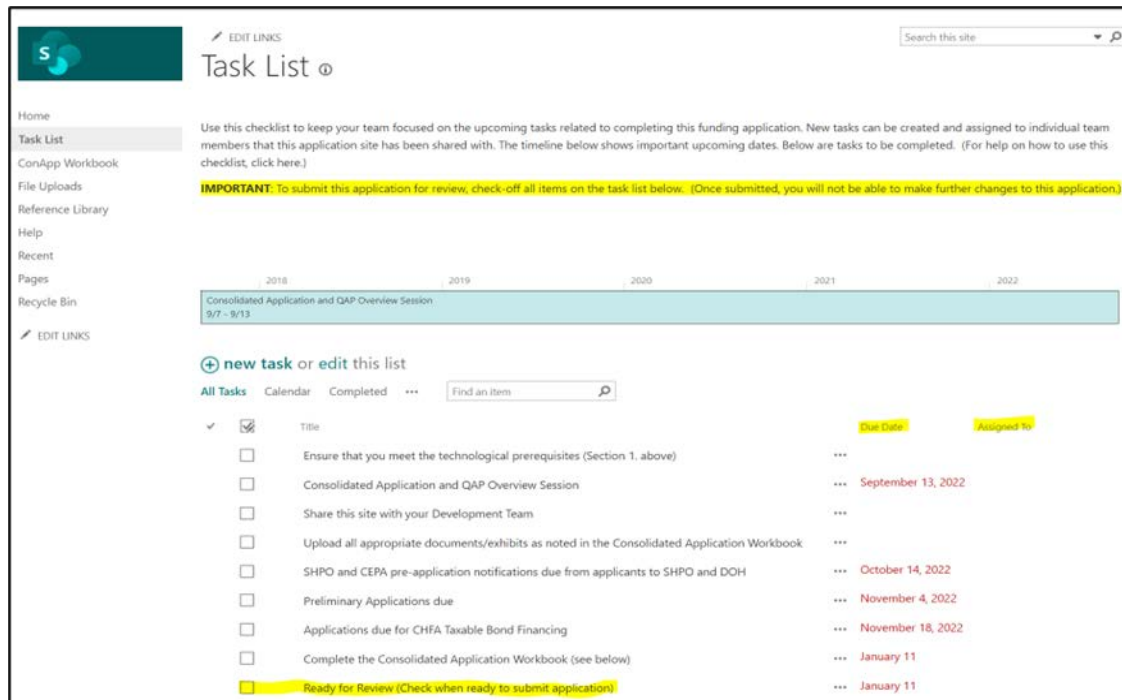
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- **You must have Microsoft Excel (version 10 or above)** installed on your computer. Older versions of Microsoft Excel will limit the functionality of the Consolidated Application workbook.
- It is recommended that your Internet connection be at least 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!

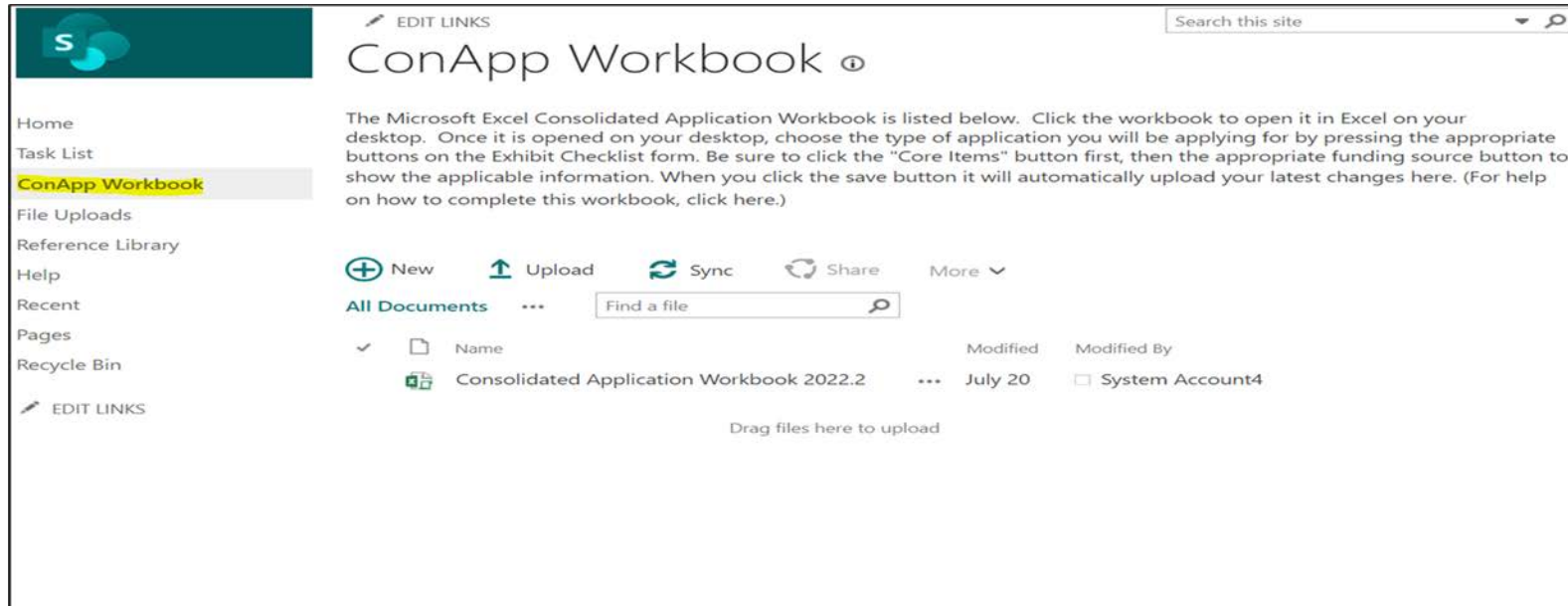


The screenshot displays a SharePoint 'Task List' page. At the top, there is a search bar and a navigation menu on the left. The main content area features a calendar view for the years 2018 through 2022, with a specific event highlighted for 'Consolidated Application and QAP Overview Session' on 9/7 - 9/13. Below the calendar, there is a section for 'new task or edit this list' with a search bar. The task list itself is a table with columns for 'Title', 'Due Date', and 'Assigned To'. The tasks are listed with checkboxes and due dates.

Task	Due Date	Assigned To
Ensure that you meet the technological prerequisites (Section 1, above)		
Consolidated Application and QAP Overview Session	September 13, 2022	
Share this site with your Development Team		
Upload all appropriate documents/exhibits as noted in the Consolidated Application Workbook		
SHPO and CEPA pre-application notifications due from applicants to SHPO and DOH	October 14, 2022	
Preliminary Applications due	November 4, 2022	
Applications due for CHFA Taxable Bond Financing	November 18, 2022	
Complete the Consolidated Application Workbook (see below)	January 11	
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	<a href="#">Cover Sheet (Form Provided)</a>	
C	<a href="#">Summary Sheet (Form Provided)</a>	
D	<a href="#">Application (Form Provided)</a>	
<b>SECTION I. APPLICANT and CO-SPONSOR</b>		
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	
<b>SECTION II. REGULATORY COMPLIANCE</b>		
<b>SECTION III. DEVELOPMENT TEAM</b>		
3.1.a	<a href="#">Qualified Development Team Contact Information (Form Provided)</a>	
3.1.c	Organization Chart	
<b>SECTION IV. DEVELOPMENT</b>		
4.1	Development Info	

File Uploads

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

EDIT LINKS

EDIT LINKS

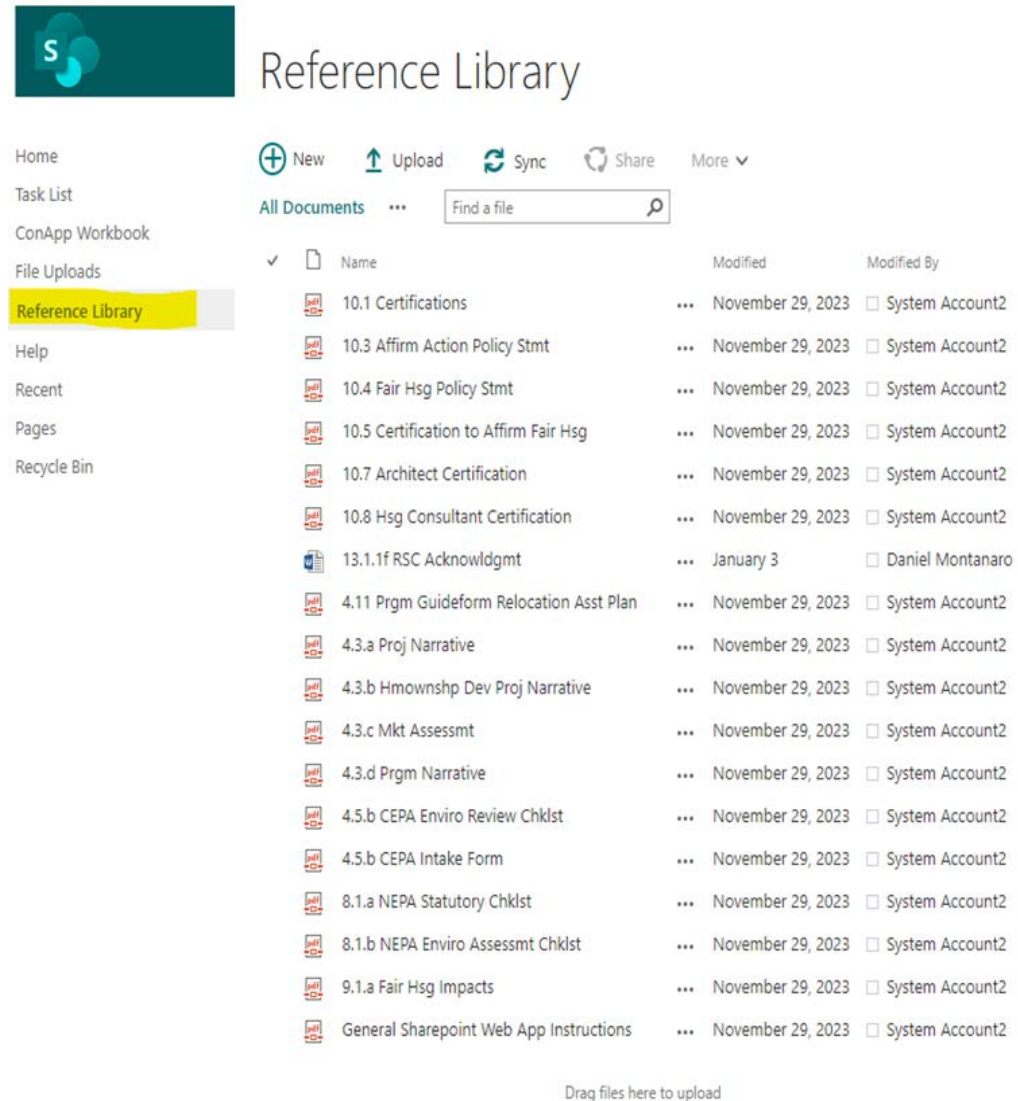
Folder List:

- 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 a SharePoint 'Reference Library' page. On the left is a navigation pane with options: Home, Task List, ConApp Workbook, File Uploads, Reference Library (highlighted), Help, Recent, Pages, and Recycle Bin. The main content area shows a list of documents with columns for Name, Modified, and Modified By. The list includes various forms and checklists, such as '10.1 Certifications', '10.3 Affirm Action Policy Stmt', and '13.1.1f RSC Acknowldgmt'. At the bottom, there is a 'Drag files here to upload' prompt.

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



# 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



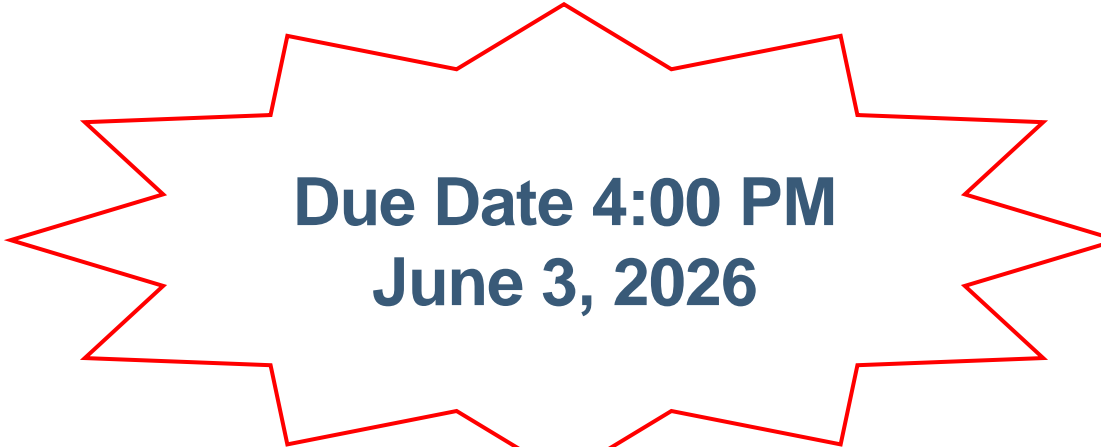
Home  
Task List  
ConApp Workbook  
File Uploads  
Reference Library  
Help  
Recent  
Recycle Bin

## 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.



**Due Date 4:00 PM  
June 3, 2026**

**Application Preparation**  
**Colette Slover, HTCC PM**

# Application Preparation - TIPS

1. Use the 2026 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, 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 on  
SharePoint may be  
sent by email to  
[applicationrequest@chfa.org](mailto:applicationrequest@chfa.org)

Questions on the  
Consolidated  
Application may be  
sent to Colette at  
[Colette.Slover@chfa.org](mailto:Colette.Slover@chfa.org)

Thank you!

# Questions?

Colette Slover, HTCC Program Manager

- [Colette.Slover@chfa.org](mailto:Colette.Slover@chfa.org)
- 860-471-4338

Jennifer Landau, Senior Program Officer-  
Architectural & Construction Services

- [Jennifer.Landau@chfa.org](mailto:Jennifer.Landau@chfa.org)

**THANK YOU!**





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