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2019-2020 LOW-INCOME HOUSING TAX CREDIT (LIHTC) PROGRAM

Qualified Allocation Plan (QAP) and Procedures

OVERVIEW SESSION
September 25, 2019



INTRODUCTION AND PROCESS

QUALIFIED ALLOCATION PLAN

TERRY NASH, CHFA



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CHFA's Board of Directors Task Force

- The QAP and the allocation of 9% Credits
- Alignment with the State's housing policy;
- Production and outcomes driven by current policy
- Policy shifts



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2019 Application Year Qualified Allocation Plan UNCHANGED



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Developer and stakeholders

- * Spring public comment period
- * Autumn input period

Governor, Legislators, State leadership and policymakers

Staff experience



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Mark your Calendars and Plan to Participate!

**Autumn LIHTC Input Period
November 12 – December 27, 2019**

**Share your data, views, opinions,
experience and ideas**

CHFA's LIHTC Program



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Changes made to CHFA's LIHTC Procedures effective 2020

- Applicants required to attend a pre-application conference with CHFA staff
- Applicants that have received LIHTC awards in both of the two preceding years will not be eligible to submit new LIHTC application(s) for additional development(s) unless previously awarded developments are on track to meet benchmarks



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2020 9% LIHTC ROUND

DEBBIE ALTER, CHFA



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CHFA Taxable Bond Financing

- CHFA is offering taxable bond financing for use with the upcoming 9% LIHTC Round
- CHFA will use its standard two note construction to permanent financing structure and underwriting standards
- Applications will be accepted via e-mail with reduced documentation
- Terms and a list of required documents may be found on the [CHFA website](#)



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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 are due no later than 4:00 PM on October 2, 2019

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Relevant Resources

- [2019 LIHTC Glossary of Terms](#)
- [2019 LIHTC Guideline](#)
- [2019 Multifamily Rental Housing Program Guideline - Underwriting Standards](#)
- [2019 Opportunity Characteristics Guideline](#)
- [2019 Supportive Housing Guideline](#)
- [LIHTC Procedures \(Pages 86 to 91\)](#)

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Pre-Application Conferences

- All 9% LIHTC Applicants are encouraged to schedule a pre-application conference with CHFA Underwriting and Technical Services staff
- Topics to be discussed include:
 - The proposed development team
 - How the proposal aligns with the QAP and CHFA Procedures and Guidelines
 - Status of zoning, environmental review, etc.
- Beginning with the 2020 Application Year (2021 9% LIHTC Round), pre-application conferences will be mandatory



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Submission of 9% LIHTC Applications

- Applications (including all required exhibits) for the upcoming 9% LIHTC round must be uploaded to SharePoint no later than **4:00 pm** on **November 6, 2019**
- Hard copies of plans and specs are no longer needed by CHFA or DOH
- Application fee checks must be submitted to CHFA's office



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Application Fees

LIHTC:

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

Taxable Bond Financing:

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

Application fees are non-refundable and must be paid at submission of the 9% LIHTC round application



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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 underwriting submissions; however, no new information will be accepted
- Clarification calls are anticipated to take place in early December



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9% LIHTC Review Process

- CHFA will not seek clarification on points related submissions
- Points review calls are anticipated to take place in February
- Recommendations for awards are anticipated to be presented to the CHFA Board of Directors at its meeting March 26, 2020



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Underwriting Standards

- 1.15 minimum Debt Service Coverage Ratio (DSC) at year one, 1.0 minimum DSC without utilizing reserves for the 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
- 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](#)



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Credible Financing Plan Required

- Firm commitments for funding are required
 - The information on Ex. 6.5 Sources of Funds must agree with the commitment letters and/or letters of interest
 - Two letters of interest from two different syndicators are required
- Credit awards are limited to:
 - 20% of the population component of the credit ceiling (approximately \$1.969 million)
 - Request for a waiver will be considered by the Board of Directors if the credit request exceeds this amount by no more than 15% (approximately \$2.264 million)
 - \$27,500 credits per unit
 - A request for a waiver will be considered by the Board of Directors for credit requests not exceeding \$30,000 credits per unit



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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



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Qualified Development Team

- 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
 - If applying for DOH funding, procurement requirements must be complied with



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Development Team Capacity

- Applicants will be evaluated on performance in the last three years:
 - 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
- Changes have been made to Exhibit 3.1a to include additional information from Development Team Members
- Applicants are encouraged to review the capacity of Development Team Members



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Alternative Funding Structures

- One option is a hybrid structure which utilizes both 9% LIHTCs and 4% LIHTCs with TEB financing
- Only the 9% portion of a proposal will be reviewed and scored in the tax credit round
- The 9% development must stand on its own
- Following the announcement of 9% LIHTC awards, CHFA reserves the right to consider alternative financing structures that reduce the volume of 9% LIHTCs or other scarce resources.
- Acceptance of an alternative financing structure is at CHFA's sole discretion.



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Alternative Financing Structures

- In determining if an Alternative Financing Structure is acceptable, CHFA will consider such things as:
 - Development Team experience with the proposed alternative structure
 - Simultaneous financing for each building/phase/condominium unit
 - Development team capacity and ability to adhere to strict timelines
 - Demonstration of cost savings, increased unit production and a reduction in the amount of scarce resources



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Helpful Hints - Points

- To receive points for Supportive Housing Units:
 - The Application must include a supportive services plan prepared by a Qualified Service Provider
 - A budget for the supportive services must be included
 - Applicants 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



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Helpful Hints - Points

- To receive the point for an On-Site Resident Services Coordinator, evidence of funding for the position **and** a signed Acknowledgement of Guidelines for Resident Service Coordinators are required to receive the point (Exhibit 13.1.1g can be found on the CHFA website)
- Other Permanent Funding Sources does not include State funds or developer funds
- Non-Debt Commitments should be firm and quantifiable over 20 years
 - Value of Land contribution requires an appraisal no older than 12 months from the application due date; CHFA may adjust the value for negative conditions
 - Funds from a housing authority or municipality may be counted provided that (1) the contributor is not a co-sponsor or does not have an ownership interest in the development; (2) the funding source is documented and credible; (3) monetary resources are evidenced by an award or commitment letter; and (4) the commitment is firm as documented by formal action



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Helpful Hints – Points

- Transit-Oriented Development points will be awarded to:
 - Two points to mixed-income developments within a half mile walking distance directly to a station or hub along the CTfastrak, Hartford rail line, Shoreline East, or MetroNorth’s New Haven, New Canaan, Danbury and Waterbury lines
 - Mixed use developments that include neighborhood amenities; must be commercial space within the subject phase of the development that is available for rental by a third party on a continuous basis
- Evidence of material participation by the co-sponsor(s) will be required for experience points items; see [Glossary](#)
- Developer resources; (see [Glossary](#))
 - Must be a permanent financing source
 - Cash equity requires third-party verification
 - Land contribution or sale requires an appraisal dated within 12 months of application submission
 - CHFA may adjust the land value for any negative conditions



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DOH Funding Parameters

- DOH will make available up to \$20 million in subordinate financing
- Awards will not exceed \$4 million per development entity
- Debt and Deferred Developer Fees must be maximized
- Awards will not be made to development entities that have two or more outstanding commitments from DOH that have not closed
- Subordinate financing is subject to the availability of funds and Bond Commission approval



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DOH Funding Process

- Applications for DOH funding must be submitted with applications for 9% LIHTCs by 4:00 PM on November 6, 2019
- CHFA Staff will review applications for 9% LIHTCs and DOH funding concurrently
- There will not be a deficiency period
- If necessary, clarification of information will be requested along with clarifications on tax credit applications
- CHFA will size DOH loan amounts and make recommendations to the DOH Commissioner
- If an award is made, CHFA will finalize terms and close loans on behalf of DOH



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TECHNICAL SERVICES GUIDANCE

SEEMA MALANI, CHFA



QAP Points Overview – Technical Services

Cumulative Rating & Ranking Points for Financial Efficiency & Sustainability



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Characteristic	Points
Cost Effectiveness, Hard Cost (CHFA Cost Analysis Deviation +/- 0% to < 5% or 5% to 10%)	1 or 3
≥90% Plans & Specifications	3
Sustainable Design: Passive House Design	3
Sustainable Design: Cost Effectiveness. 1 point will be awarded to the top two projects that qualify for the Passive House Design points and that have the lowest per unit construction costs for Passive House	1
Sustainable Design: High-Performance Building Design for Minor/Moderate/Substantial Rehabs (Energy Reduction ≥ 33%) or Gut Rehabs/New Construction (HERS ≤ 52/Cost Savings ≥ 23% Over ASHRAE 90.1-2007 Standards)	2
Sustainable Design: Renewable Energy System (PV Providing ≥ 33% of Site Lighting Energy or ENERGY STAR-qualified Central Geothermal System)	1
Total Possible Points	11 or 13

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Extraordinary Costs

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
- Energy efficiency upgrades
- CT Prevailing Wages/Davis Bacon Wages
- NPS/SHPO requirements
- Others as may be identified and considered reasonable and acceptable to CHFA

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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.



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Version 2018.3
Submission Date: [Redacted]

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

DEVELOPMENT NAME	RESIDENTIAL				COMMERCIAL				COMBINED TOTAL	Extraordinary Explanation	Extraordinary Portion %	Non-Extraord. Amount (\$)	Extraordinary Amount (\$)	Extraord. \$/SF
	UNIT	UNIT COST	QUANTITY	TOTAL	UNIT	UNIT COST	QUANTITY	TOTAL						
02 SITE WORK														
Environmental	Removal of Unstable 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:				\$0				\$0.00	\$0			\$0	\$0.00
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
	PCBs	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	Blgde	\$18,175.00	1	\$18,175	Lump Sum	\$0.00	1	\$0.00	\$18,175	100.00%	\$0	\$18,175	\$0.17
	SUBTOTAL:				\$18,175				\$0.00	\$18,175			\$18,175	\$0.17
02 SITE WORK														
Site Utilities	Water Supply	Stat LF	\$888.00	555	\$224,395	Lump Sum	\$0.00	1	\$0.00	\$224,395	85.00%	\$32,159	\$182,236	\$1.74
	Sanitary Sewer	Stat LF	\$108.71	566	\$61,532	Lump Sum	\$0.00	1	\$0.00	\$61,532	85.00%	\$9,230	\$52,302	\$0.50
	Storm Sewer	Stat LF	\$100.47	2,549	\$330,277	Lump Sum	\$0.00	1	\$0.00	\$330,277	85.00%	\$49,542	\$280,735	\$2.68
	Gas	Lump Sum	\$48,400.00	1	\$48,400	Lump Sum	\$0.00	1	\$0.00	\$48,400	100.00%	\$0	\$48,400	\$1.70
	Electric Trenching	Stat Stat LF	\$100.00	2,745	\$137,148	Lump Sum	\$0.00	1	\$0.00	\$137,148	100.00%	\$0	\$137,144	\$1.32
	Electric conduit and wire	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0	100.00%	\$0	\$0	\$0.00
	Office	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:				\$789,573				\$0	\$789,573			\$789,573	\$0.00
Grading & Excavation	Cleaning & Grubbing	Stat SF	\$1.00	19,137	\$59,326	Lump Sum	\$0.00	1	\$0.00	\$59,326	80.00%	\$5,933	\$53,393	\$0.51
	Cut & Fill	Stat SF	\$1.00	19,137	\$59,356	Lump Sum	\$0.00	1	\$0.00	\$59,356	100.00%	\$0	\$59,356	\$0.14
	Rock Excavation	Lump Sum	\$0.00	1	\$0	Lump Sum	\$0.00	1	\$0.00	\$0	0.00%	\$0	\$0	\$0.00
	Foundation Excavation & Backfill	Blgde	\$93,303.00	1	\$93,303	Lump Sum	\$0.00	1	\$0.00	\$93,303	0.00%	\$93,303	\$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:				\$489,985				\$0.00	\$489,985			\$0	\$0.00

Extraordinary Explanation	Extraordinary Portion %	Non-Extraord. Amount (\$)	Extraordinary Amount (\$)	ExtraOrd. \$/SF
New infrastructure, water mains, fire hydrants	85.00%	\$32,159	\$182,236	\$1.74
New infrastructure, mains, manholes	85.00%	\$9,230	\$52,302	\$0.50
New infrastructure, mains, manholes, catch basin, yard drains, roof drains	85.00%	\$49,542	\$280,735	\$2.68
New infrastructure, trenching for mains	85.00%	\$5,494	\$31,131	\$0.30
New infrastructure, underground	100.00%	\$0	\$137,744	\$1.32
New infrastructure, underground	100.00%	\$0	\$0	\$0.00
	0.00%	\$0	\$0	\$0.00
	0.00%	\$0	\$0	\$0.00

Helpful Hints – Technical Services

- Scope of work described in the narrative should match information on the document set /construction costs
- Refer to Consolidated Application for time-sensitive documents like CNA, SHPO & Phase 1 ESA
- Provide complete project data on the document set including Number of Buildings, Building Gross Area, Total Number & Types of Units, Unit Net Area, Total Living Unit Area, Total Common Area & Total Commercial Area. Data should match Conn. App.
- 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



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Helpful Hints – Technical Services

- General Requirements 6% max, OH 2% max & Profit-GMP Fees 6% max
- Construction contingency - for unforeseen conditions only, not for errors and omissions in the document set
 - New Construction: 5% - 8%
 - Rehab Projects w/ Environmental: Max 10%
- 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 energy efficiency measures should be included in drawings/specs and construction costs with appropriate documentation from the engineer



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Helpful Hints – Technical Services

- Refer to CHFA Environmental Guideline for updates to testing requirements for hazardous materials. Provide cost estimates for remediation
- If Phase I ESA recommends additional testing, this testing should be done, additional report 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



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**SUSTAINABLE DESIGN &
PASSIVE HOUSE, and
CONSTRUCTION QA/QC
CHARLES EMERSON, CHFA**



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Sustainability Points & QA/QC Reminders

- Applications seeking points in the Sustainable Design category must provide $\geq 90\%$ drawings/specs that clearly reflect the proposed scope of sustainable design measures included in the energy modeling
- Applications seeking points in the Sustainable Design category for Photovoltaic (PV) and Geothermal Systems must provide engineer letters/reports confirming qualifying design performance
- See the CHFA Guidelines: Project Planning & Technical Services Review for current construction- and post construction-phase QA/QC requirements. **Soft costs must be clearly identified and included in the development budget.**

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Passive House Design: Pre-certification-ready Submissions

- $\geq 90\%$ drawings/specs with detailed wall sections reflecting the proposed scope of Passive House design measures used in the modeling analysis/output report
- A Passive House Institute (PHI)- or Passive House Institute of the United States (PHIUS)-compliant pre-certification modeling analysis/output report prepared by Certified Passive House Consultant (CPHC)
- A plan for the ongoing services by the CPHC Consultant, third-party verification of all PHIUS+ requirements during construction provided by PHIUS+ certified raters, and pre-certification/post-construction certification by PHI or PHIUS. **Soft costs must be clearly identified and included in the development budget.**

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Passive House Design: Pre-certification-ready Submissions

- A breakdown of clearly-identified extraordinary construction costs related to Passive House, High-Performance Building design and/or Renewable Energy Systems carried in the PCS and ETPB, such as: special foundation/wall/roof systems, thermally-broken structural connections, insulation, rough framing, “smart” air/water barriers, windows, exterior doors, drywall and HVAC equipment.
- Color-printed plan and wall section details, with continuous red-lined air barriers and blue-lined water barriers, and isotherm/infrared plan and wall section details at key intersections of slabs, walls and roofs and façade projections **are strongly recommended**.

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Lessons Learned - Passive House

- Letter from CPHC provided, but no PHI or PHIUS model provided
- Passive House measures outlined in energy model/report not reflected in the drawings or specifications
- Breakdown of extraordinary construction costs clearly related to Passive House measures not provided
- Breakdown of soft costs carried in the development budget for ongoing services of the CPHC of Record, PHI or PHIUS pre-certification, third-party PHIUS+ verification by PHIUS+ certified raters and PHI or PHIUS certification not provided

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**SUPPORTIVE HOUSING
GUIDANCE**

TERRY NASH

**INTERAGENCY COUNCIL
SUPPORTIVE HOUSING AND
HOMELESSNESS**



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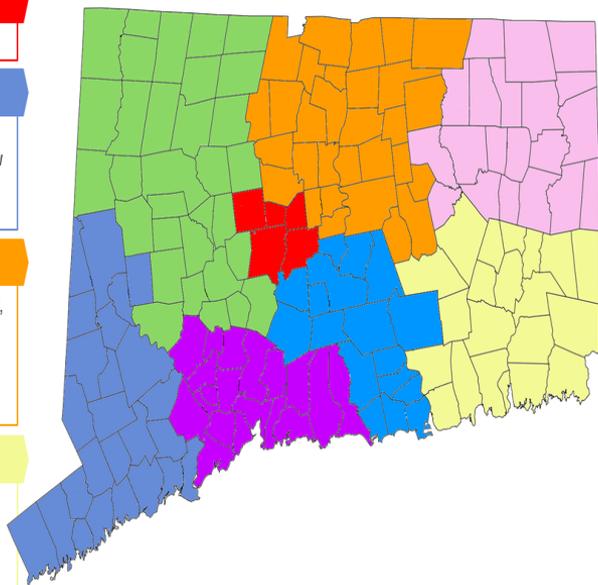
Coordinated Access Network



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CAN Geography and Statewide CAN Contacts



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

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

Southeast CAN

Bozrah, Colchester, East Lyme, Franklin, Griswold, Groton, Lebanon, Ledyard, Lisbon, Lyme, Montville, Mystic, New London, North Stonington, Norwich, Old Lyme, Preston, Salem, Sprague, Stonington, Voluntown, Waterford

Greater New Haven CAN

Ansonia, Beacon Falls, Bethany, Branford, Derby, East Haven, Guilford, Hamden, Madison, Millford, 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

Northeast CAN

Ashford, Brooklyn, Canterbury, Chaplin, Columbia, Coventry, Danielson, Eastford, Hampton, Killingly, Mansfield, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Union, Willimantic, Willington, Windham, Woodstock

Waterbury/Litchfield County 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

For questions about these CANs, contact
Kara Capobianco LCSW
kara.capobianco@ct.gov (860) 371-4282

For data inquiries about any CAN, contact
Beau Anderson MPA
beau.anderson@ct.gov (860) 416-0552

For questions about these CANs, contact
Leigh Shields-Church LCSW
leigh.shields-church@ct.gov (860) 371-9579

Leasing Units Set-Aside for Homeless / Special Populations

Streamlines Process

- NO more project-specific waitlists for targeted populations experiencing homelessness
- NO longer unverified eligibility status or self-reporting of homelessness
- NO longer languishing on homeless waitlist for years

Process With Coordinated Access Networks

- Vacancies are reported to CAN by property manager
- CAN will use BNL to identify most vulnerable household that meets eligibility requirements
- Service provider will assist client through lease up



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Important Changes to Note:

2019 Supportive Housing Guideline

Memorandum of Understanding
between Developer/Owner and
Service Provider:

- Enter into at time of application
- OR*
- Enter into prior to the carryover allocation agreement



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Important Changes to Note:

2019 Supportive Housing Guideline

Populations to be served include:

- Homeless / Chronically Homeless
- Intellectually Disabled
- Families with Child Welfare Involvement



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Important Changes to Note:

2019 Supportive Housing Guideline

Partner Agencies now include

**Department of Developmental Services
(DDS)**

**Department of Children and Families
(DCF)**



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JOSHUA SCALORA

DEPARTMENT OF DEVELOPMENTAL SERVICES



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Connecticut
still revolutionary

Department of Economic and
Community Development

State Historic Preservation Office





People & Families First



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The 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.

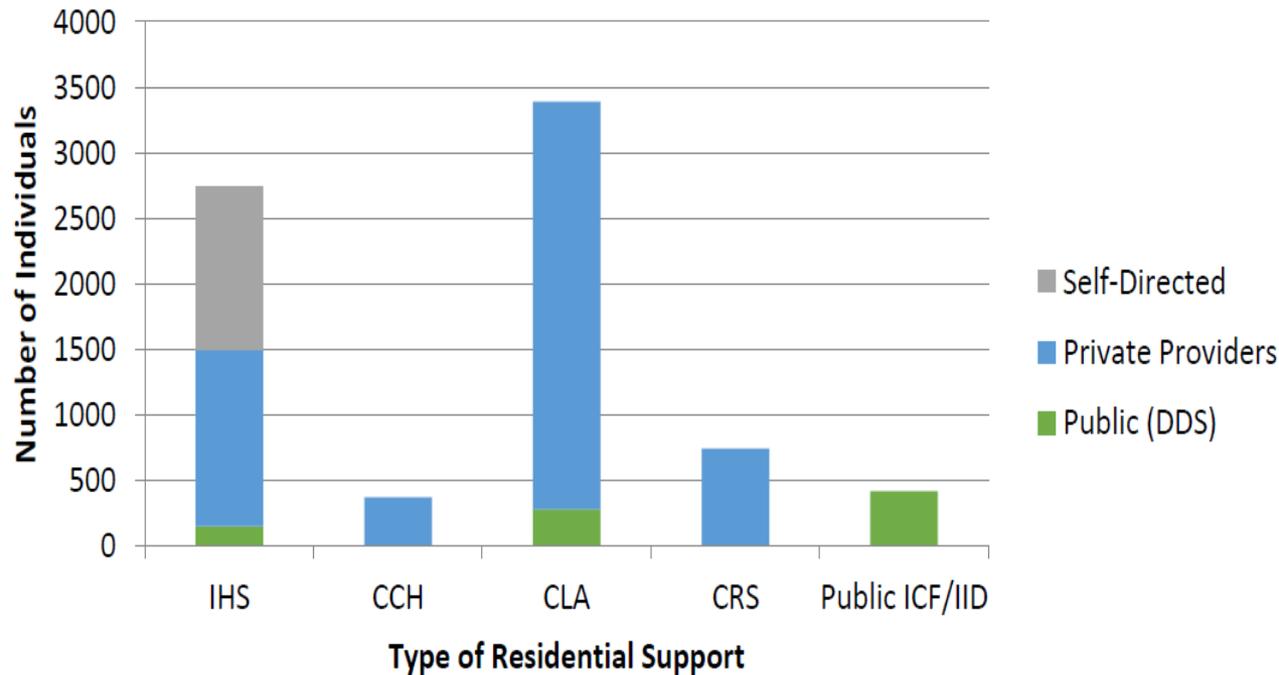


Moving towards community-based supports



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Residential Supports *September 30, 2016*



Goals of DDS Supportive Housing Projects



- Expand access to integrated, affordable, supportive housing
- Strengthen linkages between housing and service providers
- Demonstrate effectiveness of SMART home technologies
- Support move from institutional care models to community



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What Do People 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



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Provider Requirements



- Qualified to provide In Home Support Services and Continuous Residential Supports (if applicable)
- Enrolled as Medicaid Performing Provider
- In Good Standing with Active Certification
- Innovative approaches to community-based supports
- Willingness to utilize SMART Home technology



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Key Elements of Successful Developments

DDS

- Up to 10 units in a larger development ($\leq 25\%$ of total units)
- Accessibility, common space, and staff office/apartment
- Develop activities for the whole complex that maximizes the integration of individuals with intellectual disabilities/autism with all the residents in the complex
- SMART Home technology
- Economy of Scale in service delivery
- Person-Centered living environment
- Continuum of support options as needs change



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DDS Supportive Housing Requirements

DDS

- Preference will be given to 1 or two bedroom apartments utilizing individualized home supports
- Individuals (residents) may receive a cluster support payment to pay for overnight staff if needed
- On site staff presence
- Access to employment and transportation



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Expanding on our Goals



- Reduce the number of congregate settings and increase the number of supportive housing settings
- Implement assistive technology strategies to increase independence, maintain the person's health and safety and decrease the reliance on support staff



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SECTION 811 PRA

TAWNY PHO

DEPARTMENT OF HOUSING



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Section 811 PRA

- Federal, project-based rental assistance program administered by DOH
- The program generates supportive housing units for tenants with rental subsidies and services.
- New Construction or Rehab projects completed by 10/1/2021 or Existing Projects with adequate turnover.



Section 811 PRA

Tawny Pho

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JULIE CARMELICH
**DEPARTMENT OF ECONOMIC &
COMMUNITY DEVELOPMENT**



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Connecticut
still revolutionary

Department of Economic and
Community Development

State Historic Preservation Office



State and Federal Historic Rehab Tax Credits



State Historic Rehabilitation Tax Credit Program

- The program provides for a 25% tax credit on Qualified Rehabilitation Expenditures for the rehabilitation of Certified Historic Structures
- Certified Historic Structures are any properties listed on the State or National Register of Historic Places
- An applicant can receive 30% in credits if the project includes an affordable housing or Opportunity Zone component
- There is a \$4.5 Million per project cap and a \$31.7 Million annual cap with which the SHPO can make reservations
- Post-Rehab use must be either 1) residential of 5 or more units, 2) mixed-use or 3) non residential
- All proposed work must comply with the Secretary of the Interior's Standards for Rehabilitation
- *Prior review and approval of the proposed rehabilitation plan is required. Plan ahead!*

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State and Federal Historic Rehab Tax Credits



Federal Historic Tax Incentives Program

- In order to obtain the tax credit, the property must be listed on the National Register of Historic Places
- The property must be income producing when placed back in service
- The rehabilitation must meet the IRS definition of “substantial” in order to qualify. Credits can only be used by individuals or business firms that have ownership standing in the property
- If the owner does not hold the building for five years after completing the rehabilitation, the tax credits are subject to recapture
- The rehabilitation must be “certified.” That is to say, following the guidelines described in the Secretary of the Interior’s *Standards for Rehabilitation*

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New for FY 2020



Public Act 19-54: An Act Concerning Opportunity Zones

- Provides an additional 5% in state tax credits for projects located in designated Opportunity Zones
- Requires the SHPO give “priority” to projects in OZs seeking tax credit reservations



Where the Historic Rehabilitation Tax Credits Stand Today

- Over \$5.9 million in state tax credits has been reserved for FY 2020
- None of the current projects with reservations are located in OZs. Leaves about \$13.8 million left to reserve for non-OZ projects.
- The SHPO will likely reach its cap by the third quarter of the fiscal year (March 2020)
- The Federal Historic Tax Credit Program continues to accept applications on a rolling basis with no cap

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SHAREPOINT CHRISTOPHER POLEK, CHFA



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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



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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



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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**



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SharePoint – Task List



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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

January 2018 | May 2018 | September 2018 | January 2019

Consolidated Application and QAP Overview Session
9/7 - 9/25

+ 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	

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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)**



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Consolidated Application Workbook



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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 to 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



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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	M
		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



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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



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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

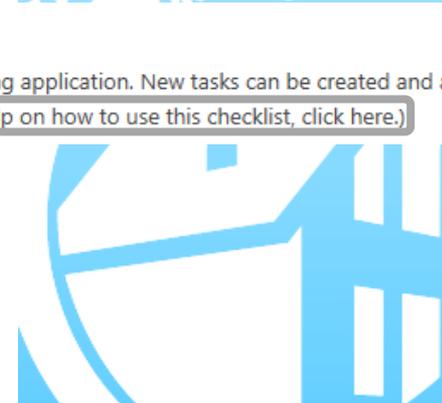


2. Application Checklist

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



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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)



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



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.xlsm
- 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

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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.**



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CONSOLIDATED APPLICATION CHANGES



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Changes made to Consolidated Application

- Exhibit 3.1 - Dev. Team Info
 - Additional questions and instructions to determine capacity, and incorporate requirements for income averaging.
- Exhibit 4.5.b – CEPA
 - Revised language
- Exhibit 4.8.b – Phase I/II Environmental Site Assessment...
 - Revised language
- Exhibit 4.9.c – Exploded Trade Payment Breakdown
 - Revised language for extraordinary costs
- Exhibit 5.1 – Rental Income Calculation
 - Additional instruction about Income Averaging (on Application worksheet)
 - Added Income Averaging verification section to exhibit
- NEW Exhibit - 5.1.b – Income Averaging Explanation
- Exhibit 6.4 – Dev. Budget
 - Added instruction about completing permanent sources (on Application worksheet)
 - Misc. adjustments and corrections
- Exhibit 6.5 – Sources of Funds
 - Added instruction for projects that have multiple permanent repayment interest rates
 - Note added to contact utility provider for LOP instructions
- Exhibit 10.1 - Certifications
 - Added N/A checkbox for 90% plans and specs
 - Added new items for income averaging
- Exhibit 11.4 – Self Scoring
 - Revised language



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Questions and Answers

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Contact Information

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Terry Nash	terry.nash@chfa.org	QAP, Procedures and Guidelines, Supportive Housing
Seema Malani	seema.malani@chfa.org	Technical Services Requirements
Chuck Emerson	charles.emerson@chfa.org	Sustainable Design / Passive House
Tawny Pho (DOH)	tawny.pho@ct.gov	Section 811 PRA
Josh Scalora (DDS)	joshua.scalora@ct.gov	Supportive Housing for DDS Clients

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