



CONNECTICUT
HOUSING FINANCE
AUTHORITY

2020-2021 LOW-INCOME HOUSING TAX CREDIT (LIHTC) PROGRAM

Qualified Allocation Plan (QAP) and Procedures

**OVERVIEW SESSION
September 16, 2020**



INTRODUCTION AND PROCESS QUALIFIED ALLOCATION PLAN

TERRY NASH GIOVANNUCCI, CHFA



CHFA's Board of Directors Task Force



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



Mark your Calendars and Plan to Participate!



Autumn LIHTC Input Period
November 23 – December 21, 2020

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

CHFA's LIHTC Program



2020 Application Year Qualified Allocation Plan

Important Updates



New for 2020 Applicants



- Applicants are 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



2020 QAP – Credit Limits



- **9% Credit not to exceed \$30,000 per qualified unit and**
- **20% of the population component of the 2021 Credit Ceiling**
- **4% Credits available to tax-exempt bond financed projects limited to the amount of Credits necessary for the financial feasibility of the project**



2020 QAP – Proposed Hybrid Financing Structure



- **Proposed Hybrid Developments must be submitted together – both 9% portion and 4% portion – by the due date of the 9% round**
- **9% LIHTC application ranked without regard to the 4% LIHTC portion of proposed hybrid development, with the exception of points for Credits per Qualified Bedroom**



2020 QAP – Proposed Hybrid Financing Structure



- If the 9% application is successful, CHFA will complete its process of review and approval of the 4% application
- If the 9% application is unsuccessful, CHFA will not move forward with the review and approval process for the 4% application.



2020 QAP – Points Revisions



- **Deep income targeting 30% not 25%**
- **Definitions of preservation in the “Preserves at Risk Affordable Housing” item expanded to include**
 - 1. Substantial rehab, costs greater than \$50,000/unit**
 - 2. 75%+ federally subsidized and more than 25 years since PIS**



2020 QAP – Points Revisions



- **Cost Effectiveness – Hard Costs:**
Points unchanged but 90% drawings are no longer required to be submitted in order to be eligible for these points
- **90% Plans and Specifications:**
Possible points award reduced to 1



2020 QAP – Points Revisions

- **Sustainable Design Measures** expanded to include alternative high energy efficiency models, including:
 - Enterprise Green Communities
 - LEED Standards
- **Scoring remains additive (“Solar” + “High Performance” Option + “Cost Effectiveness”)** for maximum 7 points



Relevant Resources

- [2020 LIHTC Glossary of Terms](#)
- [2020 LIHTC Guideline](#)
- [2020 Multifamily Rental Housing Program Guideline - Underwriting Standards](#)
- [2020 Opportunity Characteristics Guideline](#)
- [2020 Supportive Housing Guideline](#)
- [LIHTC Procedures](#)



Relevant Resources (cont.)

- [2020 Hybrid Financing Structure Guideline](#)
- [2020 Multifamily Design, Construction and Sustainability Standards - CHFA](#)
- [Construction Guidelines: Construction Costs](#)
- [Construction Guidelines: Energy Conservation](#)
- [Construction Guidelines: Environmental & Hazardous Materials Review](#)
- [Construction Guidelines: Project Planning & Technical Services Review](#)



2020 9% LIHTC ROUND

DEBBIE ALTER, CHFA



Pre-Application Conferences

- All 9% LIHTC Applicants are required to participate in a pre-application conference with CHFA underwriting and technical services staff
- Pre-application conferences must be requested in writing to multifamilydevelopment@chfa.org no later than October 28, 2020



Pre-Application Conferences (cont.)

- **Topics to be discussed include:**
 - **How the proposal aligns with the QAP and CHFA Procedures and Guidelines**
 - **Proposed financial structure**
 - **Basic Threshold Requirements**



Submission of 9% LIHTC Applications

- Applications (including all required exhibits) must be uploaded to SharePoint no later than 4:00 pm on November 12, 2020
- SharePoint sites must be requested by November 6, 2020
- Hard copy plans and specs are no longer needed by CHFA or DOH



Application Fees



- **Non-refundable application fees must be submitted to CHFA's office to the attention of Debbie Alter**

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**



9% LIHTC Review Process

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

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

- CHFA reserves the right to request clarification on submissions; however, no new information will be accepted
- Clarification calls are anticipated to take place in January 2021



9% LIHTC Review Process

- **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 25, 2021**



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

See Multifamily Underwriting Standards Summary



Underwriting Standards

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

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

***See Multifamily Underwriting Standards
Summary***



QAP Basic Threshold Requirements

- **20% of the total units must be targeted to households above 30% AMI and at or below 50% AMI**
- **40 year affordability commitment is required**



Credible Financing Plan Required

- Firm commitments for funding must be submitted
 - 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
- Applications for DOH funding are submitted simultaneously



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



Qualified Development Team

- 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



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
- Applicants are encouraged to review the capacity of Development Team Members



Hybrid Financing Structures

- **Must be of a scale to produce demonstrable savings of scarce resources and increased production of affordable housing units**
- **Applicants must meet with CHFA staff at least once to discuss a hybrid financing proposal**
- **Proposal must meet criteria outlined in the Hybrid Financing Structure Guidelines**



Helpful Hints - Points

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



Helpful Hints - Points

- **Supportive Housing Units (cont.)**
 - If the supportive housing units are not covered by rent subsidies, do not assume the tenants will have sufficient income to pay tax credit rents
 - Assume that when connected to services, the tenant will receive SSI income of \$783 per month
 - Rental income assumption cannot exceed \$235 for supportive housing units



Helpful Hints - Points

- **To receive the point for an On-Site Resident Services Coordinator:**
 - **evidence of funding for the position; and**
 - **signed Acknowledgement of Guidelines for Resident Service Coordinators (exhibit 13.1.1g found on CHFA website)**



Helpful Hints - Points

- **Other Permanent Funding Sources :**
 - **Non-debt sources**
 - **Does not include state-administered funds or developer funds**
 - **Non-Debt Commitments should be firm and quantifiable over 20 years**



Helpful Hints - Points

- **Other Permanent Funding Sources (cont.):**
 - Land contribution requires an appraisal no older than 12 months from the application due date
 - CHFA may adjust the value for negative conditions
 - Tax agreement requires evidence of approval and applicant must provide a calculation of its value



Helpful Hints - Points

- **Other Permanent Funding Sources (cont.):**
 - Funds from a housing authority or municipality may be counted; see definition of “Municipal Resources” in the Glossary for more information
- **Cost Effectiveness, Intermediary Costs:**
 - Third-party services related to project development



Helpful Hints - Points

- **Priority Locations**
 - Map found on OPM website
 - Bus stop is not a mass-transit station
 - Maps and schedules may be provided to evidence existence of local bus service provided 7 days a week within $\frac{1}{2}$ mile of the development



Helpful Hints – Points

- **Transit-Oriented Development:**
 - Mixed-income developments within a half mile walking distance of a station or hub along the CTFAstrak, or commuter rail lines
 - Mixed use developments that include a commercial aspect offering neighborhood amenities in accordance with the criteria outlined in the QAP
 - Development may qualify for both



Helpful Hints - Points

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



Helpful Hints - Points

- **Developer/Sponsor Resources:**
 - An investment in the permanent sources of funds exclusive of a deferred developer's fee and tax credit equity
 - Evidence funds are available and allocated to the developer is required



Helpful Hints - Points

- **Developer/Sponsor Resources (cont.)**
 - Land contribution is evidenced by an as-is appraisal no older than 12 months from application due date
 - CHFA may adjust the value for negative conditions
 - Project specific competitive grants, pass-through loans obtained by a developer/owner or project cost savings cannot be used to offset the commitment of Developer Resources



CHFA Taxable Bond Financing

- CHFA is offering taxable bond financing for use with the upcoming 9% LIHTC Round:
 - Construction to Permanent Financing
 - NEW Permanent Only Financing



CHFA Taxable Bond

Construction to Permanent Financing

- 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](#)



CHFA Taxable Bond Permanent Only Financing



- CHFA will issue a loan commitment and rate lock at the time of construction closing
- Loan will be sized at current rents at time of construction closing without trending rents during construction.
- Commercial income may not be used to size the loan
- All other CHFA Underwriting Guidelines apply



CHFA Taxable Bond

Permanent Only Financing

- **Conversion Conditions include**
 - Updated underwriting to confirm income, expenses, debt service coverage, etc. at rent up
 - 100% qualified occupancy
 - 100% retirement of the construction loan
 - Satisfaction of CHFA's typical final closing conditions
- Terms and conditions may be found on the [CHFA website](#)



CHFA Taxable Bond Financing

- Applicants are encouraged to explore all financing options
- Multiple letters of financing interest will be accepted for review
- The use of CHFA financing will not affect the review or scoring of a 9% LIHTC application
- Applications must be emailed to lihtctaxablefin@chfa.org by 4:00 PM October 9, 2020



DOH FUNDING PARAMETERS

MIGUEL RIVERA, DOH



DOH Funding Parameters

- DOH will make available up to \$20 million in subordinate financing
- Awards are limited to \$100,000 per qualified unit up to a maximum of \$4 million per project
- Awards are limited to one per developer/sponsor/owner.
- Subordinate financing is subject to the availability of funds and Bond Commission allocation and authorization



DOH Funding Parameters

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



DOH Funding Parameters

- **Debt and Deferred Developer Fees must be maximized**
- **Awards will not be made to development entities that have two or more outstanding commitments from DOH that have not closed as of January 31, 2021**



DOH Funding Process

- Applications must be submitted with applications for 9% LIHTCs by 4:00 PM on November 12, 2020
- Applications for 9% LIHTCs and DOH funding will be reviewed concurrently
- There will not be a deficiency period
- If necessary, clarification of information will be requested simultaneously with clarifications for 9% LIHTCs



TECHNICAL SERVICES GUIDANCE

SEEMA MALANI, CHFA



QAP Points Overview – Technical Services

Cumulative Rating & Ranking Points for Financial Efficiency & Sustainability



| Characteristic | Points |
|--|----------|
| Cost Effectiveness, Hard Cost (CHFA Cost Analysis Deviation +/- 0% to < 5% or 5% to 10%) | 1 or 3 |
| ≥90% Plans & Specifications | 1 |
| Total Possible Points | 4 |

| | |
|---|----------|
| Sustainable Design Measure (SDM) Points | |
| SDM: Solar PV (Additive point) | 1 |
| SDM: High Performance Design Option 1 or; | 3 |
| SDM: High Performance Design Option 2 or; | 4 |
| SDM: High Performance Design Option 3 | 5 |
| SDM Cost Effectiveness: Awarded to the two projects that qualify for the High Performance Design “Option 3” Points and have the lowest “Option 3” related construction costs per unit. (Additive point) | 1 |
| Total Possible Points | 7 |



QAP Points Overview – Technical Services

Cumulative Rating & Ranking Points for Local Impact



| Characteristic | Points |
|--|----------|
| Transit-Oriented Development: Proposed Mixed use developments must include neighborhood amenities such as pharmacy, restaurant, market, studio or other retail/commercial/cultural opportunity(ies) that encourage community revitalization and: (i) have its own exterior entrance, (ii) comprise at least 10% of the building area on the floor(s) of its location, and (iii) comprise at least 500 square feet. | 2 |
| Historic Place, Adaptive re-use, or Brownfield Development: Provide evidence of a designated historic building; Adaptive re-use development must be vacant or abandoned non-residential structure; Brownfield Development must be included on a federal or state list of brownfield sites and/or has been awarded Brownfield “clean-up” funds by a federal or state agency. | 3 |
| Total Possible Points | 5 |



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



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.

Version 2018.3
Submission Date: _____

Extraordinary Cost Breakout

NOTE: The Exploited Trade Payment Breakdown must be prepared by an architect, general contractor, or cost estimation consultant (except for HFCO applications) or 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 | | | | APPLICANT | | | | COMBINED TOTAL | | Extraordinary Explanation | Extraordinary Portion % | Non-Extraord. Amount (\$) | Extraordinary Amount (\$) | ExtraOrd. \$/SF |
|----------------------|---------|----------------------------------|--------------|-------------|--------|-----------|-----------|----------------|-----------|---------------------------|-------------------------|---------------------------|---------------------------|-----------------|
| Include | Exclude | Unit | Unit Cost | Quantity | TOTAL | Unit | Unit Cost | Quantity | TOTAL | | | | | |
| 02 SITE WORK | | | | | | | | | | | | | | |
| Environmental | | Removal of Unsuitable Soils | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | Others (Specify) | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | SUBTOTAL: | | | | \$0 | | | \$0.00 | \$0 | \$0 | \$0 | | |
| Environmental | | Lead-Based Paint Removal | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | PCPB | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | Asbestos Removal | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | Universal Waste | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | Radon Remediation | Single | \$18,175.00 | 1 | \$18,175 | Lump Sum | \$0.00 | 1 | \$0.00 | \$18,175 | \$18,175 | \$0.17 | |
| | | SUBTOTAL: | | | | \$18,175 | | | \$0.00 | \$18,175 | \$18,175 | \$0.17 | | |
| 02 SITE WORK | | | | | | | | | | | | | | |
| Site Utilities | | Water Supply | Wall LF | \$884.36 | 555 | \$274,395 | Lump Sum | \$0.00 | 1 | \$0.00 | \$274,395 | \$274,395 | \$1.74 | |
| | | Sanitary Sewer | Wall LF | \$103.71 | 555 | \$55,132 | Lump Sum | \$0.00 | 1 | \$0.00 | \$55,132 | \$55,132 | \$0.50 | |
| | | Storm Sewer | Storm LF | \$103.07 | 2,549 | \$330,277 | Lump Sum | \$0.00 | 1 | \$0.00 | \$330,277 | \$330,277 | \$2.48 | |
| | | Gas | Lump Sum | \$88.00 | 1 | \$88,025 | Lump Sum | \$0.00 | 1 | \$0.00 | \$330,277 | \$330,277 | \$2.48 | |
| | | Electric Trenching | Site Elec LF | \$65.14 | 2,745 | \$177,744 | Lump Sum | \$0.00 | 1 | \$0.00 | \$177,744 | \$177,744 | \$1.32 | |
| | | Electric conduit and wire | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | Office | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | Others (Specify) | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | SUBTOTAL: | | | | \$780,572 | | | \$780,572 | | | | | |
| Grading & Excavation | | Cleaning & Grubbing | Site SY | \$1.00 | 19,137 | \$19,136 | Lump Sum | \$0.00 | 1 | \$0.00 | \$53,333 | \$53,333 | \$0.51 | |
| | | Cut & Fill | Site SY | \$17.14 | 19,137 | \$328,356 | Lump Sum | \$0.00 | 1 | \$0.00 | \$328,356 | \$328,356 | \$3.14 | |
| | | Rock Excavation | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | Foundation Excavation & Backfill | Single | \$63.00 | 1 | \$63,303 | Lump Sum | \$0.00 | 1 | \$0.00 | \$63,303 | \$63,303 | \$0.60 | |
| | | Trenching | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |
| | | Others (Specify) | Lump Sum | \$0.00 | 1 | \$0 | Lump Sum | \$0.00 | 1 | \$0.00 | \$0 | \$0 | \$0.00 | |

| Extraordinary Explanation | Extraordinary Portion % | Non-Extraord. Amount (\$) | Extraordinary Amount (\$) | ExtraOrd. \$/SF |
|---|-------------------------|---------------------------|---------------------------|-----------------|
| environmental | 100.00% | \$0 | \$18,888 | \$0.18 |
| Extraordinary subsurface conditions | 100.00% | \$0 | \$418,130 | \$3.88 |
| Extraordinary subsurface conditions | 100.00% | \$0 | \$81,887 | \$0.78 |
| premium over vinyl siding | 50.00% | \$180,877 | \$180,877 | \$1.64 |
| premium over wood construction | 87.00% | \$33,743 | \$83,510 | \$0.85 |
| | 0.00% | \$0 | \$0 | \$0.00 |
| PASSIVE HOUSE; added "briekcheit" outside Ins | 100.00% | \$0 | \$188,358 | \$1.81 |
| PASSIVE HOUSE: complete under slab insulation | 85.00% | \$14,874 | \$4,286 | \$0.81 |
| PASSIVE HOUSE: Increased air sealing, continu | 50.00% | \$325,116 | \$325,116 | \$3.11 |
| PASSIVE HOUSE: R-38 ceiling assemblies and o | 50.00% | \$182,882 | \$182,882 | \$1.75 |

Helpful Hints – Technical Services



- Refer to Consolidated Application for threshold requirements, required application information, and time-sensitive documents like CNA, SHPO & Phase 1 ESA.
- Scope of work described in the narrative should match information on the document set /construction costs
- 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



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 with SHPO and /or Environmental: 10% or more at CHFA discretion
- **Include environmental abatement costs noted in reports on the appropriate Environmental line item in PCS and ETPB**
- **Include Prevailing Wages or Federal Davis Bacon as applicable and provide supporting rationale**
- **All energy efficiency measures should be included in drawings/specs and construction costs with appropriate documentation from the engineer**



Helpful Hints – Technical Services

- Refer to CHFA Environmental Guideline for testing requirements for hazardous materials. Provide cost estimates for remediation
- The Phase I ESA must have been completed within one (1) year prior to the application deadline. If Phase I ESA recommends additional testing, this testing should be done, additional report(s) included in application submission along with remediation costs
- Radon testing is needed for existing buildings; for gut rehabs and new construction, a radon mitigation system should be included in the document set and costs carried in ETPB/PCS
- Refer to current CHFA guidelines on CHFA website. These include updates related to 2020 QAP



SUSTAINABLE DESIGN & PASSIVE HOUSE, and CONSTRUCTION QA/QC

CHARLES EMERSON, CHFA



Sustainability Points & QA/QC Reminders

- See the CHFA Guidelines: Project Planning & Technical Services Review for current pre-construction, construction- and post construction-phase QA/QC requirements.
- Soft costs for construction phase inspections, testing and verification and post-construction certification, by Professional Engineer and/or certified rater/qualified energy consultants, must be clearly identified and included in the development budget.



Sustainability Points & QA/QC Reminders



- Applications seeking points in the Sustainable Design category for a Photovoltaic (PV) System must provide engineer letters/reports confirming the annual energy demand for site and common area lighting, and qualifying performance of the proposed system
- Applications seeking points in a High Performance Design Option 1, 2 or 3 category must provide a completed ConApp Exhibit 4.8.e, a detailed report by a Professional Engineer and/or certified rater/qualified energy consultant verifying compliance with all required Green building standards criteria, as well as all modeling reports, checklists/scoring and all supplemental documents required for any pre-construction project registration and/or design review submission.



Sustainability Points & QA/QC Reminders

- **Points for High Performance Design will be based on the percentage of qualifying units provided in the application**
 - **Option 1: If no less than 33% of the units qualify, 1 point; if no less than 66%, 2 points; and if no less than 100%, 3 points**
 - **Option 2: If no less than 25% of the units qualify, 1 point; if no less than 50%, 2 points; if no less than 75%, 3 points; and if no less than 100%, 4 points**
 - **Option 3: If no less than 20% of the units qualify, 1 point; if no less than 40%, 2 points; if no less than 60%, 3 points; if no less than 80%, 5 points; and if no less than 100%, 5 points**



Sustainability Points & QA/QC Reminders

Post Application



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



SUPPORTIVE HOUSING GUIDANCE

STEVE DILELLA, DOH

INTERAGENCY COUNCIL
SUPPORTIVE HOUSING AND
HOMELESSNESS



Leasing Units Set-Aside for Homeless / Special Populations

Engage Coordinated Access Networks

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



Statewide CAN Managers

Beau Anderson MPA

beau.anderson@ct.gov

(860) 416-0552

Leigh Shields-Church LCSW

leigh.shields-church@ct.gov

(860) 371-9579

Kara Zichichi LCSW

kara.zichichi@ct.gov

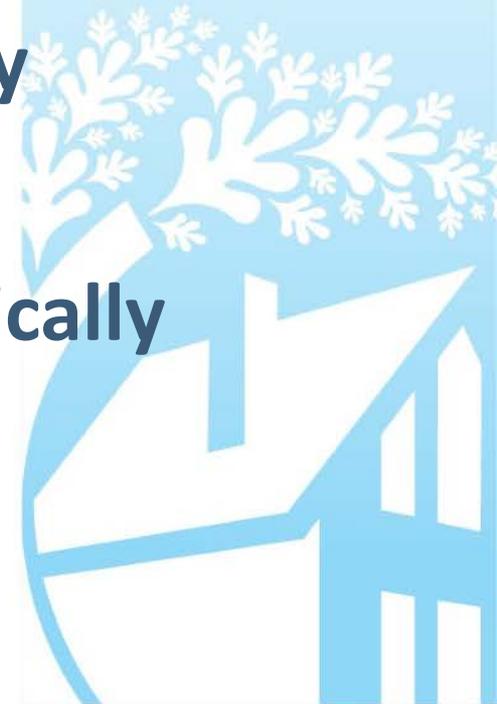
(860) 371-4282



CAN REFERRAL PROCESS

Email CAN Managers information:

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



CAN REFERRAL PROCESS

Email CAN Managers information (cont.):



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

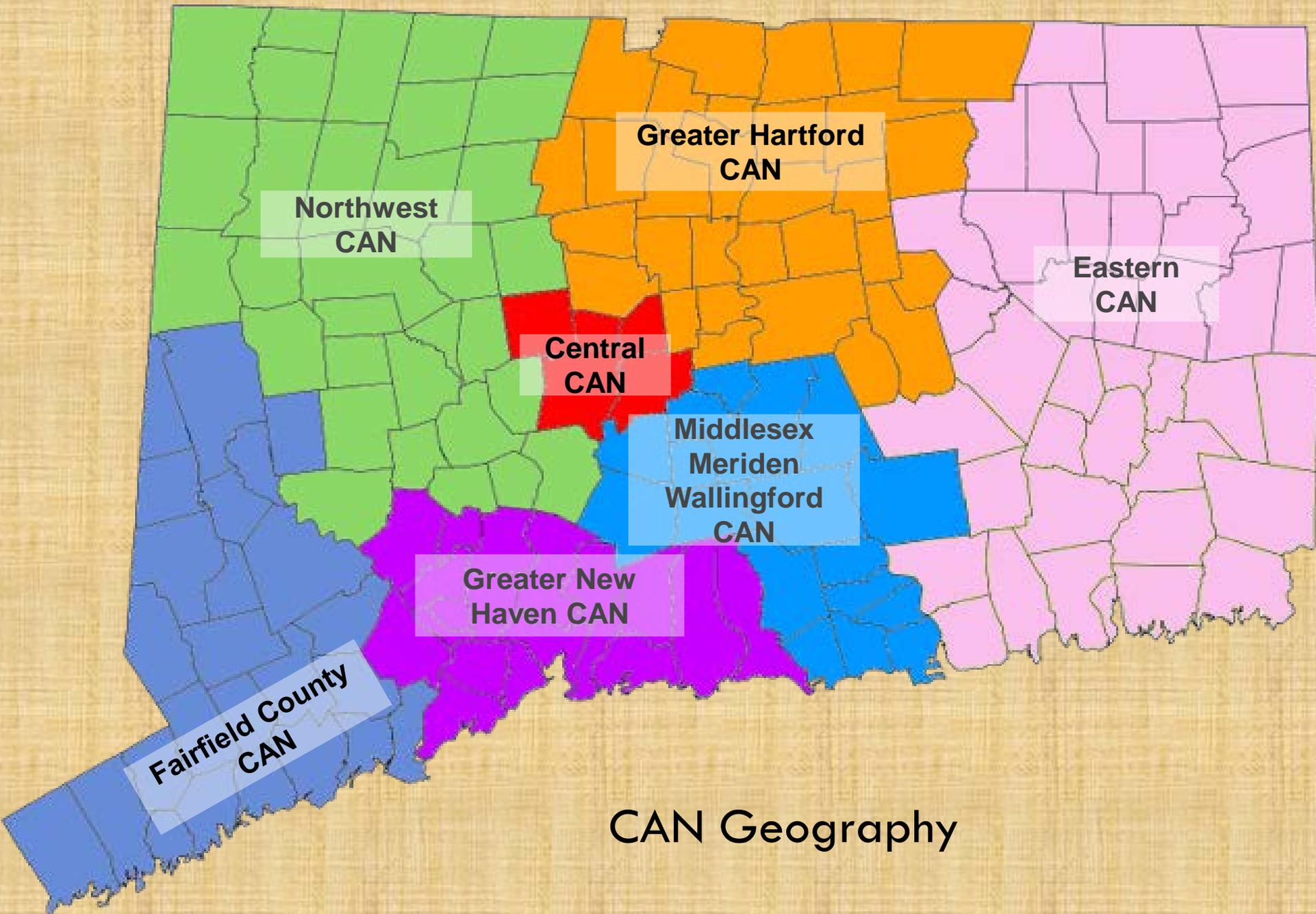


CAN REFERRAL PROCESS

Email CAN Managers information (cont.):

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





**Northwest
CAN**

**Greater Hartford
CAN**

**Eastern
CAN**

**Central
CAN**

**Middlesex
Meriden
Wallingford
CAN**

**Greater New
Haven CAN**

**Fairfield County
CAN**

CAN Geography

Central CAN

Berlin, Bristol, New Britain, Plainville, Southington



Fairfield County CAN

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

Eastern CAN

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

Greater Hartford CAN

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

Greater New Haven CAN

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

Middlesex Meriden Wallingford CAN

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

Northwest CAN

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

Guide to Commonly Used Acronyms



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

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

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

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

DOH – Department of Housing. State of Connecticut.

ES – Emergency Shelter.

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

HUD – Housing of Urban Development. Federal government.

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

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

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

2020 Supportive Housing Guideline

Reminder

Memorandum of Understanding between Developer/Owner and Service Provider:

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



**DEPARTMENT OF DEVELOPMENTAL
SERVICES
JOSHUA SCALORA**





People & Families First

The Department of Developmental Services

Living the Mission!

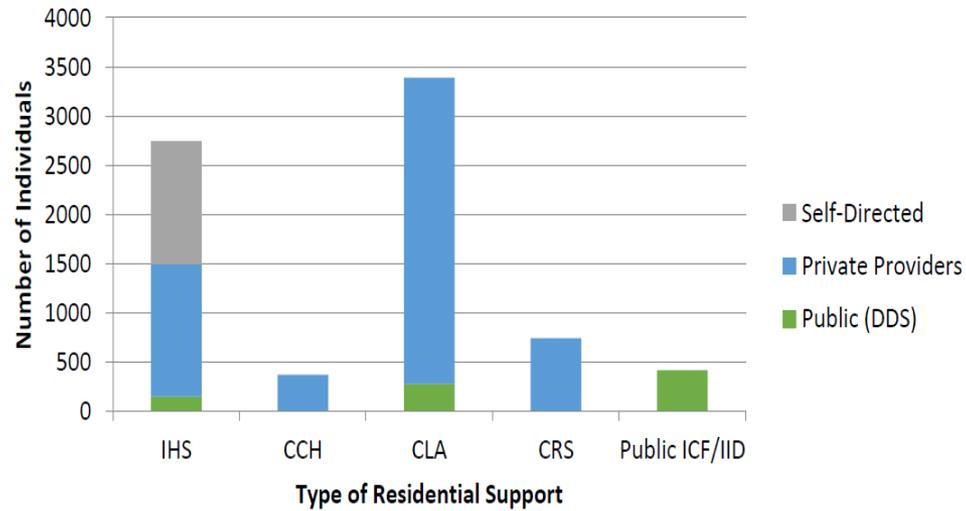
The Mission of the Department of Developmental Services is to partner with the individuals we support and their families, to support lifelong planning and to join with others to create and promote meaningful opportunities for individuals to fully participate as valued members of their communities.



Moving towards community-based supports

DDS

Residential Supports



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 and other Assistive technologies
- Support move from institutional care models to living as full members of the community



DDS



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



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**



DDS



Key Elements of Successful Developments

- 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



DDS



DDS Supportive Housing Requirements

- 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



Expanding on our Goals

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



DDS



SECTION 811 PRA

TAWNY PHO

DEPARTMENT OF HOUSING



Section 811 PRA

- **Federal, project-based rental assistance program for persons with disabilities administered by DOH in partnership with CHFA, DSS, DMHAS, and OPM**
- **In August 2020, DOH was awarded just under \$7 million. Funding will be available by October.**
- **In search of New Construction, Rehab or Existing Projects with adequate turnover. One-bedroom units preferred. Accessible are desirable, but not required**



Section 811 PRA

- 811 PRA provides rental subsidies for gross rents up to the applicable HUD FMR
- Limited to no more than 25% of the project
- Rental Assistance Contract between DOH and Owner is for 20 years
- Applicants from any one of three target populations are referred directly to the project
- 811 PRA tenants are connected to services



Section 811 PRA

Tawny Pho

State of Connecticut Department
of Housing

(860) 270-8091

Tawny.Pho@ct.gov





SHPO REGULATORY COMPLIANCE

MARENA WISNIEWSKI

TODD LEVINE

**STATE HISTORIC PRESERVATION
OFFICE**



Regulatory Compliance – State Historic Preservation Office

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



Regulatory Compliance – State Historic Preservation Office

So....what is historic fabric?



Regulatory Compliance – State Historic Preservation Office

So....what is historic fabric?



Regulatory Compliance – State Historic Preservation Office

Why is Review Required?

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



Regulatory Compliance – State Historic Preservation Office

When do I hear back from
you?

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



Regulatory Compliance – State Historic Preservation Office

What if the determination is
an adverse effect?



Regulatory Compliance – State Historic Preservation Office

But Wait! There's More....

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



Regulatory Compliance – State Historic Preservation Office

But wait! There's More....

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



Regulatory Compliance – State Historic Preservation Office

Helpful Resources to Consider Before Submitting a Project

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



National Register Database and Research

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



How to Find our Files

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

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

How to search NARA's holdings.

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

Reference number search:

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

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

Regulatory Compliance – State Historic Preservation Office

Checklist

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



Regulatory Compliance – State Historic Preservation Office

Todd Levine

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

450 Columbus Boulevard,
Hartford
DECD/SHPO

860-500-2337

todd.levine@ct.gov

Marena Wisniewski

Preservationist,
State Register Coordinator,
Environmental Reviewer

450 Columbus Boulevard,
Hartford
DECD/SHPO

860-500-2357

marena.wisniewski@ct.gov



SHAREPOINT

CHRISTOPHER POLEK, CHFA



Features in SharePoint

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



How to get access to SharePoint

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



How to get access to SharePoint (cont.)

- 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 SharePont



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



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)



Consolidated Application Workbook (cont.)

- 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)



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



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



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.xlsx

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



Submitting the Application



- It is recommended to upload documents as they are completed to avoid any potential submission errors due to attempts to upload to the site at the cutoff time
- CHFA will not review any uploads to the SharePoint site until after the application submission date/time
- Nothing submitted via email will be considered as part of the application unless requested specifically by CHFA or DOH
- To submit your application and lock your website, mark all the items in the Task List section as complete



CONSOLIDATED APPLICATION CHANGES



Changes made to Consolidated Application

- **Exhibit 4.1.d - Conservation and Development Policy**
 - Updated drop down options to match QAP
- **Exhibit 4.8.b – Phase I/II Environmental Site Assessment...**
 - Changed timeframe of ESA from 6 months to 1 year
- **Exhibit 5.1 – Rental Income Calculation**
 - Added areas to input Current Year’s Proposed Monthly Gross Rent
 - Added area for Estimated Annual Growth in Monthly Gross Rent
 - Adjusted proforma areas to account for future growth
- **Exhibit 6.3.a – Dev. Budget**
 - Adjusted Developer Fee calculation
 - Adjusted Commitment Fee calculation
 - Adjusted Operating Reserves fee calculation
 - Removed “Max %” language from Construction Contingency and Soft Cost Contingency
- **Exhibit 6.5 – Sources of Funds**
 - Misc. minor adjustments
- **Exhibit 13.1 – Points Calculation Worksheet**
 - Updated to match QAP



QUESTIONS AND ANSWERS



Contact Information

| | | |
|--------------------------|--|--|
| Chris Polek | christopher.polek@chfa.org | Consolidated Application and SharePoint process |
| Debbie Alter | deborah.alter@chfa.org | LIHTC Program and Financing |
| Michelle Onofrio | michelle.onofrio@chfa.org | LIHTC Program and Financing |
| Terry Nash Giovannucci | 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 |
| Marena Wisniewski (SHPO) | marena.wisniewski@ct.gov | SHPO Regulatory Compliance |
| Todd Levine (SHPO) | todd.Levine@ct.gov | SHPO Regulatory Compliance |
| Steve DiLella (DOH) | steve.dilella@ct.gov | Supportive Housing |
| Miguel Rivera (DOH) | rivera.miguel@ct.gov | DOH Funding |

