



CHFA/DOH CONSOLIDATED APPLICATION FOR HOUSING DEVELOPMENT FINANCING SUBMISSION INSTRUCTIONS

CHFA 2014 9% LIHTC & DOH 2014 FINANCING FOR LIHTC ROUND

Applicants must submit their applications for the 2014 9% LIHTC round and associated DOH funding requests electronically through the DAS BizNet portal.

www.biznet.ct.gov

Applicants will need to set up a BizNet account in order to submit an application.

ACCESS TO THE APPLICATION

The *CHFA/DOH Consolidated Application for Housing Development* can be accessed through the DOH or CHFA websites.

www.chfa.org
www.ct.gov/doh

DEADLINES AND PROCESS

Applications for 2014 9% LIHTCs must be submitted no later than 4:00 PM November 3, 2014. Applicants also seeking DOH funding in association with the 2014 9% LIHTC must also adhere to this deadline.

- Deficiency Period Submissions – The deficiency review period for the 9% LIHTC applications begins November 3, 2014 and will end November 21, 2014. Applicants will not be allowed to submit any additional information during the application review period. The electronic portal will be closed to applicants during the deficiency review period and no additional application materials can be uploaded at that time.

CHFA and DOH will review applications concurrently and issue deficiency letters within the same schedule. CHFA will issue deficiency letters via email and US Certified Mail. At that time, applicants will be allowed to upload documents in response to the deficiency letters. The electronic portal will re-open for deficiency item updates and/or submissions on November 24, 2014 and close again on December 12, 2014. No other application material can be submitted after that date.

- DOH Soft Financing Letter – DOH will supply soft financing letters to feasible applications within the 30 day deficiency period. These letters will be submitted to both the applicant and CHFA simultaneously via email.

SUBMITTING MULTIPLE APPLICATIONS BY ONE APPLICANT

Applicants may submit multiple applications under any funding round. Applications will be titled by the development name and the town in which it's located.

Applications seeking DOH funds in association with 9% LIHTCs **must** be submitted under the "2014 LIHTC Round" application. **NOTE:** If your organization is simultaneously pursuing other DOH funds

through the DAS BizNet portal (e.g. CHAMP, HOME etc.), take care to note that the submission is made under the appropriate funding opportunity. Various funding rounds are categorized as Program Cycles under the BizNet portal. The 2014 9% LIHTC funding round is entitled “**CHFA/DOH 2014 Consolidated Application - 9% LIHTC Funding Round**” on the BizNet portal.

SIGNATURE PAGES

The following pages from the Application must be signed as applicable to your funding application:

1. Application
2. Exhibit 4.11 - Relocation Guide form
3. Exhibit 5.2.a - Detailed Income and Expenses
4. Exhibit 8.1.a - Statutory Checklist
5. Exhibit 8.1.b - Environmental Assessment
6. Exhibit 10.1 - Certifications Page
7. Exhibit 10.2 - SEEC-10
8. Exhibit 10.3 - Affirmative Action Policy Statement (signed on company letterhead)
9. Exhibit 10.4 - Fair Housing Policy Statement (signed on company letterhead)
10. Exhibit 10.5 - Certification to Affirmatively Further Fair Housing (signed on company letterhead)
11. Exhibit 10.6 - HTCC Certification

Applicants must sign and then create a PDF of these signature pages *as one document* and upload the Signature Pages as “Exhibit B - Signatures Attachment.”

NOTE: When professional services are used to complete portions of the Application, the “Prepared by,” and “Company Name/Firm” cells must be completed. Signatures are not required unless specifically noted.

ELECTRONIC SUBMISSION

ELECTRONIC SUBMISSIONS -HARD COPY REQUIREMENTS

Applicants choosing to submit their applications electronically are only required to submit the following documents in hard copy:

1. Plans and Specifications (2 sets if applying for DOH funds and LIHTCs)
2. CHFA Application Fee (see fee schedule on following page). Certified bank check.

Connecticut Housing Finance Authority
999 West Street
Rocky Hill, CT 06067

COMPLETING ELECTRONIC SUBMISSIONS

Applicants will complete their electronic submission by checking the box that indicates that the application is complete and then hit the submit button. Once the application is submitted, no additional documents may be uploaded until the portal is re-opened for deficiency updates. Applicants will receive an email confirming receipt of the electronic submission.

QUESTIONS

Questions may be submitted at any time to CTConsolidatedApplication@chfa.org.

LOAN FEE SCHEDULE – CHFA MULTIFAMILY FINANCING FEES

	Predevelopment Financing Proposal (PFP) Fee		Loan Origination and Processing Fee		Loan Commitment Fee	
	For-Profit Applicants	Qualified Not-For-Profit Applicants	For-Profit Applicants	Qualified Not-For-Profit Applicants	For-Profit Applicants	Qualified Not-For-Profit Applicants
	Non-refundable fee to be paid at submission of PFP		Non-refundable fee to be paid at submission of a CHFA financing application. If financing is approved, fee amount will be credited against full Loan Commitment Fee.		Collected upon execution of CHFA Loan Commitment Letter. Fee may be reimbursed from CHFA-approved development proceeds.	
Up to \$1,000,000					2.00% of Loan Amount	
> \$1,000,000 up to \$2,500,000					1.75% of Loan Amount	
> \$2,500,000 up to \$5,000,000	\$500	\$250	\$2,500	\$1,250	1.50% of Loan Amount	
> \$5,000,000					1.25% of Loan Amount	

NOTE:

1. In cases where the amounts of the Authority's construction financing and permanent financing may be different, the Loan Commitment Fee will be calculated on the greater amount.
2. Cost of Issuance, when applicable, is separate and distinct from the Authority's Loan Commitment Fee. When applicable, loan the cost of issuance fee shall equal a percentage of the of the loan principal, as solely determined by the Authority, to be collected from the borrower at Initial Closing.
3. Negative arbitrage on the Authority's bonds, if applicable, will be estimated during the underwriting process. This amount may be collected from the borrower at Initial Closing.