MIXED-INCOME PROGRAM LOAN APPLICATION CHECKLIST

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CalHFA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **FINANCING**:

CalHFA First Lien Permanent Loan Amt: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Int. Rate: \_\_\_\_\_\_% Term: \_\_\_\_\_\_

CalHFA Mixed-Income Subordinate Loan Amt: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Int. Rate: \_\_\_\_\_\_% Term: \_\_\_\_\_\_

**BORROWER TO PROVIDE:**

**Please see** [**Application and Checklist Instructions**](https://www.calhfa.ca.gov/multifamily/mixedincome/forms/application-instructions.pdf)(PDF) **before submitting to CalHFA**

Applications will not be considered complete until all materials have been submitted by the timelines stated below.

Items 1-34 items are required by the application submittal date.

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| 1. | \_\_\_\_\_\_\_\_\_\_\_\_ | [TCAC Application Workbook](https://www.calhfa.ca.gov/multifamily/programs/forms/application-2025-4-percent-attachment-40-02.xlsx) (XLSX)(The applicant is responsible for using the February 20, 2025, version of the CTCAC Attachment 40 document available on the [CTCAC website](https://www.treasurer.ca.gov/ctcac/) under the Application section)Signed TCAC Applicant Statement and CertificationSigned CalHFA Addendum in TCAC Workbook  |
| 2. | \_\_\_\_ | Legal Status Questionnaire (PDF)-\*Note\* Any answers marked “Yes” must include an explanation.Link to template: <https://www.calhfa.ca.gov/multifamily/programs/forms/calhfa-lsq.pdf> |
| 3. | \_\_\_\_ | CalHFA Application Fee \*Due within 5 business days from notification of MIP preliminary award. CalHFA will provide an invoice and wiring instructions.Refer to online term sheet for amounts. |
| 4. | \_\_\_\_ | Current Preliminary Title Report dated within 30 days of application submission (with links to all exceptions to title).  |
| 5. | \_\_\_\_ | Proof of Site Control (Option/Contract/Disposition & Development Agreement, etc.) |
| 6. | \_\_\_\_ | Verification of land acquisition costs (e.g. purchase appraisal, sale deed.) |
| 7. | \_\_\_\_ | Qualified Lender Commitments and/or Letters of Interest for Construction sources of funds (e.g., loans, grants, DDA’s OPAs, or capital contributions). *If commitments are not in place for a subordinate loan, include a description and timeline for approval.*\*Const Commitment required at application submittal\* |
| 8. | \_\_\_\_ | Commitments and/or award letters for Permanent subordinate sources of funds.\*Local Funding Approvals can follow; delivery date must be included on the development timeline (located in TCAC Application) \* Uncommitted local sources are not eligible for MIP soft funds leveraging bonus. |
| 9. | \_\_\_\_ | Rental Subsidy contracts or commitment letter(s).  |
| 10. | \_\_\_\_ | Market Study with Rent Comparability Matrix (must meet California Tax Credit Allocation Committee (TCAC) requirements).\*Market study must be dated within 180 days of application submission\*\*Updated market study may be required for CDLAC submittal\* |
| 11. | \_\_\_\_ | Local Housing Authority or other acceptable Utility Allowance Schedule by unit size |
| 12. | \_\_\_\_ | Recent Tax Bill |
| 13. | \_\_\_\_ | Credit Authorization Form (PDF) Link to template, <https://www.calhfa.ca.gov/multifamily/programs/forms/application-credit-authorization.pdf> |
| 14. | \_\_\_\_\_\_\_\_ | Verification of Zoning and Local Planning Approvals on California Debt Limit Allocation Committee (CDLAC) Template or narrative description and timeline of required zoning approval process.Local Planning Approval Report including Conditions of Approval\*Zoning approval can follow. Must be included on development timeline (located in TCAC Application) \*\*Required for CDLAC Submittal\* |
| 15. | \_\_\_\_\_\_\_\_\_\_\_\_ | Phase I/II Report \*Must be dated within 180 days of application submission\** The Purpose section of the Phase I must state “a purpose of the Phase I is to document

compliance with 24 CFR §58.5(i)(2) or §50.3(i)”.Phase I Reliance LetterRemediation/Mitigation Plan, if required by Phase I/II  |
| 16. | \_\_\_\_ | Geotechnical/Soils Reports |
| 17. | \_\_\_\_ | Reports to complete HUD Environmental Review Report (ERR/NEPA) \*see footnote at end of checklist for complete report list\*[[1]](#endnote-2) (due within 30-days from notification of MIP preliminary award) |
| 18. | \_\_\_\_ | Complete Development Team Experience Requirement Form \*Note: If entity has not been selected yet, please leave blank.Link to Template: <https://www.calhfa.ca.gov/multifamily/programs/forms/process-devel-team-reqirements.docx> |
| 19. | \_\_\_\_ | Resumes of Developer/Co-Developer/General Partner \_\_ , Project Manager \_\_ , Financial Consultants \_\_ , Tax Credit Investor \_\_ and any other Principals and key staff working on the proposed project, including experience developing affordable housing.   |
| 20. | \_\_\_\_ | Organizational documentsBorrowing entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organizational Chart\_\_\_\_ LP1/LP2\_\_\_\_ Initial Limited Partnership AgreementAdministrative General Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Organizational Charts\_\_\_\_ Articles of Incorporation/Articles of Organization\_\_\_\_ Bylaws/Operating Agreement\_\_\_\_ IRS Determination LetterManaging General Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organizational Charts\_\_\_\_ Articles of Incorporation/Articles of Organization\_\_\_\_ Bylaws/Operating Agreement\_\_\_\_ IRS Determination LetterDeveloper/Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Articles of Incorporation/Articles of Organization\_\_\_\_ Bylaws/Operating Agreement |
| 21. | \_\_\_\_ | Certificates of Good Standing (dated within 90 days of application submittal) for:\_\_\_\_ Borrowing Entity\_\_\_\_ Administrative General Partner \_\_\_\_ Managing General Partner \_\_\_\_ Sponsor/Developer\*For newly formed entities, Secretary of State entity search showing an “active” status is acceptable.\*  |
| 22. | \_\_\_\_ | Developer and/or Sponsor Audited Financial Statements for the last Three (3) Years. |
| 23. | \_\_\_\_ | Property Management Firm Resume  |
| 24. | \_\_\_\_ | Property Management Plan (HUD AFHMP is required for CalHFA permanent loan closing) |
| 25. | \_\_\_\_ | Relocation Plan with estimated costs required for tenant relocation (if applicable) |
| 26. | \_\_\_\_ | Site and Floor Conceptual Plans/Elevations Drawings |
| 27. | \_\_\_\_ | Map Showing Surrounding Land Uses within 300 Feet of Site  |
| 28. | \_\_\_\_\_\_\_\_ | Preliminary economic projections and budgets (e.g., complete financial Proforma, including rental income, operating budget, sources of funds, line-item development budget and 30-year cash flow).Property Management Operating Expense Certification – self-certification on property management company header |
| 29. | \_\_\_\_ | Explanation of additional income (i.e., laundry, etc.). |
| 30. | \_\_\_\_ | Staffing projections with salaries & benefits (if not in line-item budget). |
| 31. | \_\_\_\_\_\_\_\_ | Construction budget estimate (should be consistent with sources/uses table within TCAC/CDLAC’s application workbook)Evidence of General Contractor or Third-Party Construction Services Company Engagement for construction services including, but not limited to, value engineering, bid/budget services, and constructability review of plans and designs.  |
| 32. | \_\_\_\_ | Cost Containment Certification Link to template:<https://www.calhfa.ca.gov/multifamily/mixedincome/forms/closing-cost-containment-certification.pdf>   |
| 33. | \_\_\_\_\_\_\_\_\_\_\_\_ | Inclusionary Projects (Applies only if some or all the units in the proposed project are required to be built as a result of a local Inclusionary Ordinance or Inclusionary Obligation).Submit documentation specifying land use restrictions that have been or will be placed upon your property (i.e., Land use covenant; Planning Department’s conditions or approval). *Documentation must include the number of Inclusionary units and the affordability of each unit.*Provide supporting documentation for source(s) that meet the Master Developer 1:1 match requirement if not included in item 8 or 9. |
| 34. | \_\_\_\_ | Unrelated Parties Tax Questionnaire (PDF)Link to template: <https://www.calhfa.ca.gov/multifamily/programs/forms/application-unrelated-parties-tax-questionnaire.pdf> |
| 35. | \_\_\_\_\_\_\_\_\_\_\_\_ | CalHFA Items required for CDLAC:See Key Dates for due dates of Joint CDLAC/TCAC applications to CalHFA. <https://www.calhfa.ca.gov/multifamily/programs/dates.htm>Joint CDLAC/TCAC application and attachmentsAccountant’s Determination of Eligible Basis for TCAC Issuer’s CertificationPerformance Deposit $\_\_\_\_\_\_\_\_ (due to CalHFA within 5 business days of bond allocation) |
| 36. | \_\_\_\_ | CalHFA Only: Email request to Locality Contact Signed Completed Locality Letter and/or Locality Response |

Items 37- 46 due no later than Six weeks prior to Senior Loan Committee Approval for Final Commitment

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| 37. | \_\_\_\_ | Third Party Report Fees (Appraisal, etc.). See tax-exempt permanent loan term sheet for estimated amounts. |
| 38. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Requirements to substantiate the development budget between initial commitment vs. current proposed (if applicable):** General Contractor’s Draft ContractUpdated General Contractor’s Construction Budget and Trade Payment Breakdown Updated Construction Loan Commitment Updated Tax Credit Investor Commitment based on current proposed development budget (including an Equity Installment schedule for the Tax Credit Investor and a Deferred Developer Fee Schedule)Updated TCAC Application (attachment 40) that aligns with the above documentation and current proposed budget |
| 39. | \_\_\_\_ | Copy of General Contractor’s License and Resume. |
| 40. | \_\_\_\_ | Completed Development Team Experience Requirements Form. Include any edits, updates, or entity changes. **Link to Template:** <https://www.calhfa.ca.gov/multifamily/programs/forms/process-devel-team-reqirements.docx> |
| 41. | \_\_\_\_ | Architect’s Resume and Copy of Services Contract |
| 42. |  \_\_\_  | Construction Management Agreement (draft is acceptable) |
| 43. | \_\_\_\_ | Draft ALTA site survey (if applicable). |
| 44. | \_\_\_\_\_\_\_\_ | Flood DeterminationEvidence of flood mitigation (if applicable). |
| 45. | \_\_\_\_ | Construction Appraisal dated within 180 days prior to CalHFA final approval. *Must submit no later than 6 weeks prior to CalHFA FINAL Loan Committee approval.*\* The Appraisal must be engaged by CalHFA and/or Construction Lender (inquire with CalHFA loan officer for appraisal requirements and possible co-engagement with construction lender). |
| 46. | \_\_\_\_ | HUD 2530 Forms – <https://www.hud.gov/program_offices/housing/mfh/apps/appsmfhm>(Completed forms are not required 6 weeks prior to Senior Loan Committee for Final Commitment, but the 2530 process should be initiated at this time)  |

1. #17 Required reports to complete HUD Environmental Review Report (NEPA)

Below is a list of typical reports needed to prepare the HUD Environmental Review Record (ERR/NEPA report), some or all may be required. Additional reports may be requested, if applicable:

	1. Historic Resource Evaluation for Section 106 of subject properties and properties in the Area of Potential Effects to National Register of Historic Places standards 2. Archaeology report/sensitivity analysis and field survey, including a records search of the California Historical Resources Information System (CHRIS)

 3. NEPA Noise Study

 4. Air Quality/TAC report or Health Risk Assessment as appropriate to determine excess cancer risks to future residents

 5. Greenhouse Gas Emissions analysis such as CalEEMod

 6. Geotechnical Investigation

	1. Remediation/Mitigation Plan, if required by Geotechnical Investigation Report7. Current Phase I Environmental Site Assessment and Phase II (if required by

Phase I) along with accompanying mitigation or remediation plans recommended by Phase II

 8. At least 50% design drawings

 9. Local approvals including CEQA, Conditional Use Permits, etc.

10. Traffic study (projects with 200 or more units)

**If land is vacant and undeveloped:**

1. Biological survey with preliminary Wetlands Delineation

2. Arborists report

If a site has critical habitat or a Programmatic Biological Opinion applies to it, a consultation with US FWS and/or CDFW may be required.

 1. If a site has wetlands, a US Army Corps final delineation is required. [↑](#endnote-ref-2)