

CalHFA Mixed Income Program (MIP) Loan Application and Checklist Instructions

Application Package Requirements

To apply for an Initial Commitment of MIP Loan Funds, Applicants must submit the following (all submissions must be done electronically as detailed below):

1. To initiate application, applicants must submit the completed project Workbook to MIpapps@calhfa.ca.gov **no later than March 10, 2025 (5:00 PM)**. All applicable items must be filled out in the Attachment 40 and the CalHFA Addendum. The applicant is responsible for using the February 20, 2025, version of the **CTCAC Attachment 40 document** available on the [CTCAC website](#) under the Application section.
2. Upon receipt of the Workbook outlined in Step 1, CalHFA will contact the applicant via email, within approximately **1 business day**. CalHFA will provide instructions for the submittal of the initial checklist items via their Secure Send, Biscom link.
3. All remaining Due Diligence Checklist Items numbered 1-34 ("Initial Checklist Items") are due within **1 business day** of the notice from CalHFA. Saved file names for Initial Checklist Items should reflect the number of the item and the description (e.g. 4-Preliminary Title Report, 15-Phase I Report, etc.).
4. CalHFA staff will review all due diligence items received and communicate via email any deficiencies. All deficiency items must be cleared no later than **March 17, 2025 (8:00AM)**.

The completed Workbook and all Initial Checklist Items must be received by no later than March 17, 2025 (8:00AM) before an application will be considered complete for preliminary review, except for:

- Item #3, CalHFA Application Fee is due within 5 business days from notification that MIP application will proceed to CalHFA's initial commitment consideration by Senior Loan Committee. CalHFA will provide an invoice including wiring instructions.
- Item #17 Reports to complete HUD Environmental Review Report (ERR/NEPA) are due within 30 business days from CalHFA initial commitment approval.
- Item #35 CDLAC items are due by the key dates at this link:
<https://www.calhfa.ca.gov/multifamily/programs/dates.htm>

If you have any questions regarding this process, please contact:

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