

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. Completed TCAC Application Workbook/Attachment 40 (“Workbook”) is **due by no later than February 13, 2024 (8:00 AM)**.
2. All Due Diligence Checklist Items numbered 1-33 (“Initial Checklist Items”) are due by **February 21, 2024 (8:00 AM)**. 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.).

Instructions

1. Applicants must submit the completed project Workbook to MIPapps@calhfa.ca.gov by **no later than February 13, 2024 (8:00 AM)**.
2. Upon receipt of the Workbook outlined in Step 1 CalHFA will contact the applicant approximately within 1 business day with instructions for the submittal of the Initial Checklist Items via CalHFA’s Secure Send, Biscom.
3. Applicants must submit the Initial Checklist Items within 1 business day of notice from CalHFA. Item file names must identify the corresponding checklist item number.

The completed Workbook and all Initial Checklist Items must be received by no later than February 21, 2024 (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 #34 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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