CHFA/DOH CONSOLIDATED APPLICATION FOR HOUSING DEVELOPMENT FINANCING

ELECTRONIC SUBMISSION
INSTRUCTIONS

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

Applicants will need to set up a BizNet account in order to access the zip file through their site:
   www.biznet.ct.gov

SETTING UP YOUR BIZNET ACCOUNTS
To create a BizNet account (Valid email address is required):
1. Login to BizNet at: https://www.biznet.ct.gov/AccountMaint/Login.aspx
2. Select the link "Create New Account" (Continue through all the screens until completed)

SETTING UP YOUR COMPANY PROFILE
All team members are required to have BizNet accounts, however, only the owner/developer is required to set up a Company Profile.

Once you have created your account, create your company profile
1. Set up Company profile link: https://www.biznet.ct.gov/Company/Companies.aspx
2. Company Profile should reflect the applicant applying for the financial assistance. For example, if an organization is establishing a Limited Liability Partnership for the project enter the name of the LLP.
3. Complete the following tabs:
   - *Company Information*: complete entity information
   - *Accounts*: development team members added by utilizing email addresses (see below for detail)
   - *Address*: business and mailing address of entity
   - *Contacts*: not required for consolidated application
   - *Industries*: select industry class of entity

CHFA and DOH strongly encourage that applicants enter the Company Profile of the owner/developer of the proposed project. This will allow owner/developers to limit access to parties they have chosen to allow access.

NOTE: When entering a Company FEIN, if the BizNet system recognizes the FEIN as a duplicate, a prompt will appear to please contact DAS Procurement Services at 860-713-5095 for assistance.

ADDING YOUR TEAM MEMBERS

Submitting a complete application may require that members of a development team upload certain documents.

In the BizNet system, team members are associated with the Company Profile. The development team members can only be given access to the application through the Applicant "Company" named in the Company Profile.

1. Login as Applicant "Company"
2. On the "Welcome" page, click the organizational chart next to the company name (this will take you to the Accounts tab in the company profile as noted above).
3. Enter team member's email address in blank text box below the active account box.. Click "Add Account." If the team member has not yet set up a BizNet Account, the Applicant "Company" will not be allowed to add them.

Applicants may add as many team members considered necessary to complete the document uploads for final submission. Team members must create a BizNet account in order to be added to the Applicant's team.

NOTE: Development team members may be used by more than one Applicant and/or more than one application per Applicant. All development team members given access by the Applicant will have full access to all materials provided in the application including any organizational and/or financial information submitted with the application.

UPLOADING APPLICATION AND ATTACHMENTS
Applications must be submitted electronically. Complete applications can be uploaded in their entirety. Exhibits and attachments should be titled, PDF'd and uploaded in sequential order as outlined in the application. The attachment list available on the BizNet site also contains the sequential naming convention from the application's Exhibit Checklist to assist in keeping application materials in consistent order. There is a 750 megabytes size restriction for uploaded documents. However, the site will "time out" after 30 minutes of attempting to upload. Applicants may have difficulty attaching documents which take over 30 minutes to upload. Please be mindful of the speed of your connection.

NOTE: NO portion of the application will be accepted via email. All electronic submissions must be completed through the BizNet portal.

SUBMITTING MULTIPLE APPLICATIONS BY ONE APPLICANT
Applicants may submit multiple applications per funding round. Applications will be named by the development name and the town in which it's located.

SIGNATURE PAGES
The following pages/exhibits 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 PDF and upload the Signature Pages *in one document* as "Exhibit B - Signatures Attachment:"

NOTE: For application sections completed by contracted professional services the "Prepared by," and "Company Name/Firm" cells must be completed in lieu of signatures.

HARD COPY REQUIREMENTS
Applicants submitting applications electronically are required to submit the following documents in hard copy:

1. Plans and Specifications
2. CHFA Application Fee. Certified Bank Check.

Hard copy materials must be sent to CHFA and/or DOH *(depending on funds sought)* to the following:

Connecticut Housing Finance Authority	Connecticut Department of Housing
999 West Street	505 Hudson Street
Rocky Hill, CT 06067	Hartford, CT 06106
Attn: Pat Sylvester, Administrator	Attn: Nick Lundgren, Deputy Commissioner

COMPLETING SUBMISSION
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.

DEFICIENCY PERIOD SUBMISSIONS
For application rounds that include deficiency periods, application materials may be uploaded until the application deadline at which time the application portal will be closed. The portal will be re-opened after the agency(s) deficiency review(s) for applicants to upload identified deficiency items. The availability of the application portal will be scheduled in accordance with the application timeline as communicated by DOH and/or CHFA for their respective application rounds.

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