colorado affordable housing developer’s guide 101

CHFA Developer’s Guide Training Series

https://developers-guide.chfainfo.com
welcome!

Presenters
- Colorado Housing and Finance Authority (CHFA)

Purpose of the Developer’s Guide 101 training
- Learn how to easily access
- Get familiar with content, resources, and tools
- Identify how the guide can best be used to educate, build capacity, and provide support
our agenda for today

Provide a Developer’s Guide Overview

Review Topics Included in the Guide

Digging in: Introduction to Chapters

Overview of Guide Tools

Digging in: Review of Appendices, Self-assessments, and Tools
overview of developer’s guide
Purpose of the Developer’s Guide

- Developed as a result of CHFA’s outreach and engagement efforts
- Serves as a resource for those with a vision and commitment to bring affordable housing opportunities to their communities
- Is intended to be accessible to many audiences and provide a comprehensive overview of affordable housing development in Colorado
- A reference for those wishing to:
  - Better understand affordable housing and the development process
  - Develop affordable housing or provide partnership/collaborating support
- Complements CHFA’s other resources, technical assistance, and capacity-building efforts intended to support affordable housing development in the state.
- Guide content can be used for both rental and for-sale development, though much of the content is focused on rental housing development.
- Provides resources for small-scale, rural development
using the developer’s guide

- Review content individually
  - Education
  - Guidance
- Work with a small team through specific issues/topics
  - Self-assessments
  - Build capacity
- Work with the community to identify needs
  - High-priority project types, opportunities, barriers, next steps, and roles
- Use tools and templates as the work begins
Topics included

Chapters

✓ Types of affordable housing developments
✓ Roles and responsibilities on a development team
✓ Community engagement
✓ Predevelopment activities and costs
✓ Market feasibility
✓ Financial feasibility
✓ Project construction considerations
✓ Project operations and compliance

Other Content

✓ Appendices dealing with detailed topic areas
✓ Glossary of terms
✓ Four case studies from Colorado
✓ Interactive self-assessments
✓ Tools, templates, and sample documents

Key themes:
✓ Advancing diversity, equity, and inclusion
✓ Increasing disaster resilience of buildings
✓ Green building and sustainability
where to find the guide

The guide can be used in digital PDF, print, or online. [https://developers-guide.chfainfo.com/](https://developers-guide.chfainfo.com/)

- The online version provides additional features and interactivity.
- An interactive glossary
- Interactive tools and writable templates
- Interconnection between sections
- Content can be navigated using the interactive navigation panel located on the right side of the screen.
- Users can download, print, and work through sections of the guide separately using the download management interface.
- The guide has recorded a series of video trainings that explain key content and tools.
navigation basics

Colorado Housing and Finance Authority (CHFA) would like to thank the numerous partners and collaborators who helped make The Colorado Affordable Housing Developer’s Guide possible. The intention of The Guide is to help support local for profit and nonprofit developers, community leaders and advocates seeking to ensure that safe, decent and affordable housing is an intentional and integrated part of their community fabric. The Guide is dedicated to all Coloradans who are seeking housing stability and economic prosperity. We hope this resource paves a path forward for a brighter and stronger future for the entire state.
digging in: introduction to chapters
chapter 1: introduction to affordable housing development
Learning Objective: Users will gain familiarity with the affordable housing development process as a whole and understand how this guide can help them plan and execute.

• What is “affordable housing?”
• How do we calculate housing affordability?
• Targeting affordability in housing developments
• Using “AMI” levels to target affordability
• Housing needs and gaps in the market
• Housing market types used in the guide
• Development process overview
• Five phases of development
• Where to find help
chapter 2: organizational considerations
Learning Objective: Users will understand how to leverage and build their organization’s capacity for affordable housing development and learn how to create a development action plan.

- Who develops affordable housing?
  - Considerations for each type of developer
  - Key developer roles
- Assessing your capacity to develop
  - Use of self-assessment tools
- Capacities needed to develop
- Building your capacity
- Creating a development action plan
chapter 3: housing development models, teams, and roles
Learning Objective: Users will know how to select a development model and build a development team that aligns with their capacity and goals.

- Understanding of housing needs
  - Based on incomes, the local market, supply and demand mismatches, etc.
- Creating a development model
  - Introduces the development model self-assessment tool
  - Considerations include income targeting, tenure, existing site uses, structure types, and building uses
- Building your development team
  - Our organization, partner orgs, consultants, development partners, and contractors
  - Relationships, professional requirements, skills needed to create a successful team, other considerations
  - Core contractor team—those who will play a substantial role in your development—who to include? Key roles?
chapter 4:
engaging the community
Learning Objective: Users will understand the importance of different community stakeholders to the success of an affordable housing development and gain practical tips for engaging them.

chapter 4: engaging the community

• Who are community stakeholders?
  • Including individuals, the target population, current tenants, neighborhood residents, public-sector stakeholders

• Why does engagement matter?
  • Why bother? What can your team expect from it?

• Planning for engagement
  • Defining engagement goals, identifying stakeholders, stakeholder outreach strategies, and analysis of your engagement
chapter 5: predevelopment
chapter 5: predevelopment

Learning Objective: Users will be ready to make effective decisions around site selection, acquisition, and environmental studies.

- Site selection considerations
- Site acquisition and assembly
  - Determining the best process for acquiring your site
- Project design
  - Your development vision, both the site and units
- Development review and approval processes
  - How to move your project from concept to approval
- Environmental review
  - Types of reviews, requirements for review by financing sources, site conditions, etc.
chapter 6: market feasibility
chapter 6: market feasibility

Learning Objective: Users will understand how development feasibility is impacted by surrounding market conditions and gain the tools to support analyzing and demonstrating the market for their project.

- Overview of market studies
- Conducting your market study
  - Key elements of a market study
chapter 7: financial feasibility
chapter 7: financial feasibility

Learning Objective: Users will have the tools and information to estimate the financial feasibility of a development project and identify relevant resources that may help close financing gaps.

- An introduction to financial feasibility analysis
  - Including using a financial modeling tool and guidance accompanying the guide
- Using the financial feasibility analysis results
- Types of gap financing
- Public financing, commercial financing, and philanthropic funding
- State agencies and authorities
- Tax incentives and Housing Tax Credits
- Financing small- to medium-sized multifamily housing
- Nonconventional funding
chapter 8: project construction
chapter 8: project construction

Learning Objective: Users will understand key decisions they will need to make during the construction process.

- Overview of the construction process
- Construction management tasks
- Managing your construction process and timeline
  - Including construction schedules
- Managing your construction finances
- Marketing and lease-up
chapter 9: project operations and compliance
chapter 9: project operations and compliance

Learning Objective: Users will be able to anticipate the key management tasks they will face after a project is placed in operation.

- Overview of key property management tasks after lease-up
- Financial and asset management
- Maintenance
- Compliance
- Resident services
self assessments
tools
## developer’s guide appendices, self-assessments, and tools

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<td>✓ Green building and sustainability brief</td>
<td>✓ Development model</td>
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- Financial modeling tools and guidance
- Video training library
- Resource library
- Footnotes
developer’s guide reminders

- Short on-demand videos
- Webinar trainings series
  - Review of specific topics and tools in more depth
thank you!

For any questions or suggestions, please email:

**Jerilynn Francis**  
*Director, Marketing and Community Relations*

[jfrancis@chfainfo.com](mailto:jfrancis@chfainfo.com)