



# 9 percent competitive final allocation application checklist

<input checked="" type="checkbox"/>	#	document	hard copy	electronic
<input type="checkbox"/>	1	Electronic application all worksheets highlighted in "red" completed, including the Cost Summary worksheet and scoring criteria.		Excel
<input type="checkbox"/>	2	Application fee, if not paid with the carryover application	X	Or wired
<input type="checkbox"/>	3	Executed project budget worksheet		PDF
<input type="checkbox"/>	4	Executed project financing worksheet; updated documentation for all funding sources if any changes occurred since carryover. Updates to any changes to the partnership agreement since carryover. If claiming energy tax credits, provide breakout of how the investor calculated the proceeds and credit.		PDF
<input type="checkbox"/>	5	Green Communities Self-Certification Form (signed)		PDF
<input type="checkbox"/>	6	Green Communities Self Certification Workbook with "Final" column completed.		Excel
<input type="checkbox"/>	7	Green standard; provide final proof of LEED or NGBS Certification or proof of filing for Final Certification upon project completion.		PDF
<input type="checkbox"/>	8	Partial Subordination Agreement(s) from all lien holders unless received with the Placed-In-Service application		PDF
<input type="checkbox"/>	9	Utility allowance, updated with amounts circled (unless using an alternative method to determine utility allowances per 1.42-10. Any alternative methods must be approved by CHFA prior to the application deadline. For more information go to: <a href="http://chfainfo.com/documents/utility_allowance.pdf">http://chfainfo.com/documents/utility_allowance.pdf</a>		PDF
<input type="checkbox"/>	10	Agreement with local public housing authority that the project is accepting tenants from their waitlist		PDF
<input type="checkbox"/>	11	CPA Opinion by an independent tax accountant, including the correct tax identification number and legal ownership name (use CHFA's Opinion Template) Tax ID number and Entity Name must match the "Applicant Information – Development Team" worksheet in the Excel application		PDF
<input type="checkbox"/>	12	Attorney Opinion by independent tax attorney, including the correct tax identification number and legal ownership name (use CHFA's Opinion Template) Tax ID number and Entity Name must match the "Applicant Information – Development Team" worksheet in the Excel application		PDF
<input type="checkbox"/>	13	Form C-1, total square footage must match the unit mix and rents and final building profile in the Excel application		Excel
<input type="checkbox"/>	14	Certificate of Occupancy and/or Temporary Certificate of Occupancy for every building. Certificate of Substantial Completion for rehabilitation projects for acquisition credits, proof of the date the project was placed in service for acquisition purposes (unless previously submitted with the Placed-In-Service application)		PDF
<input type="checkbox"/>	15	Building photos identified by address and BIN (unless previously submitted with the Placed-In-Service application)		PDF

<input type="checkbox"/>	16	Form 8609 Certificate detailing placed-in-service date for every building, must match the TCOs, COs or Certificate of Substantial Completion (unless previously submitted with the Placed-In-Service application)		PDF
<input type="checkbox"/>	17	Compliance training certificate or notification of training at CHFA		PDF
<input type="checkbox"/>	18	Compliance monitoring fee (unless previously submitted with the Placed-in-Service application)	X	Or wired