



4 percent noncompetitive final application checklist

<input checked="" type="checkbox"/>		document	hard copy	electronic
<input type="checkbox"/>	1	Current electronic application, with all worksheet tabs highlighted in "green" completed, including the Cost Summary Worksheet and scoring criteria. The Development Budget Worksheet column E must reflect the Preliminary Application costs.		Excel
<input type="checkbox"/>	2	Application fee	X	
<input type="checkbox"/>	3	Final schedule of values of construction costs from the general contractor		PDF
<input type="checkbox"/>	4	Executed Applicant, Development Financing, and Development Budget certifications; these certifications are located on CHFA's website under LIHTC Application Documents		PDF
<input type="checkbox"/>	5	Development Financing Worksheet: Updated documentation for all funding sources. If claiming energy tax credits, provide breakout of how the investor calculated the proceeds and credit.		PDF
<input type="checkbox"/>	6	Partial Subordination from all lien holder(s) (unless previously submitted with the Placed-in-service Application) - Original	X	
<input type="checkbox"/>	7	Utility Allowance, updated with amounts circled from applicable Public Housing Authority Utility Allowance sheet (not from HUD's Office of Public and Indian Housing). For 100-percent USDA Rural Development projects, use the applicable utility allowances from Rural Development.		PDF
<input type="checkbox"/>	8	Agreement with local public housing authority that the project is accepting tenants from their waiting list		PDF
<input type="checkbox"/>	9	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"/>	10	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"/>	11	<p>Partnership Agreement: The Partnership Agreement must be fully executed and must identify the equity commitment, the equity pricing and pay-in schedule, any deferred developer. Separately, provide a table of contents stating the page number identifying the following:</p> <ul style="list-style-type: none"> All funding sources and loans, Equity pricing, pay-in schedule, and equity contributions, Minimum Operating Reserve Requirements (The agreement must state the amount of the operating reserve and the amount must equal or exceed the operating reserve approved by CHFA.) Deferred developer fee with date certain repayment schedule. <p>The partnership name and tax ID number must also match the Certificate as to Ownership and Basis, Attorney Opinion, CPA Opinion, and LIHTC application.</p>		PDF



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<input type="checkbox"/>	12	Form C-1: Total square footage must match the unit mix and rents and final building profile in the LIHTC application		Excel
<input type="checkbox"/>	13	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"/>	14	Building photos identified by address and BIN (unless previously submitted with the Placed-in-service Application)		PDF
<input type="checkbox"/>	15	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"/>	16	Compliance training certificate or notification of training at CHFA		PDF
<input type="checkbox"/>	17	Compliance monitoring fee (unless previously submitted with the Placed-in-service Application)	X	
<input type="checkbox"/>	18	When CHFA is the conduit issuer of tax-exempt bonds, an executed "On-going Monitoring Certificate" must be provided with the Final Application package. This certificate demonstrates Sponsor's understanding of their compliance and annual reporting obligations to CHFA and the IRS. - Original	X	
<input type="checkbox"/>	19	General Contractor Contract		PDF
<input type="checkbox"/>	20	Green Communities Self-certification form (signed)		PDF
<input type="checkbox"/>	21	Enterprise Green Communities Certification Workbook with "Final" column completed		Excel
<input type="checkbox"/>	22	Green Communities Self-Certification Workbook with "Carryover" column and Green Development Plan sections completed		PDF
<input type="checkbox"/>	23	Green standard, LEED, or NGBS self-certification form (signed)		PDF
<input type="checkbox"/>	24	Green Standard: Submit evidence of project registration under LEED or NGBS		PDF
<input type="checkbox"/>	25	Copy of the latest Environmental Report since the initial application		PDF