



appendix k

4 percent final allocation application checklist (with or without State Credit)

<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 (all fees are non-refundable)	X	Or wired
<input type="checkbox"/>	3	Final schedule of values of construction costs from the general contractor		PDF
<input type="checkbox"/>	4	Executed Application, Financing, and Development Budget certifications; these certifications are located on CHFA's website under LIHTC Application Documents at https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx		PDF
<input type="checkbox"/>	5	Financing Worksheet: Updated documentation for all funding sources. If claiming energy Tax Credits, provide breakout of how the investor calculated the proceeds and credit. (For State Credit, provide evidence of local contribution commitment.)		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	CHFA accepts the Utility Allowance Schedule, with the appropriate amounts circled, from the local public housing authority (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. For HUD project-based Section 8 properties, use the project-specific utility allowances approved by HUD. Requests to use alternative utility allowance sources may be submitted to CHFA's Multifamily Program Compliance department between 30 and 60 days before the property begins leasing. For detailed requirements, see CHFA's Multifamily Utility Allowance Policy at www.chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx .		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 Contact Information Worksheet in the Excel application. Use CHFA's Opinion template at https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx		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 Contact Information Worksheet in the Excel application. Use CHFA's Opinion template at https://www.chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx		PDF



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<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
<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, available at https://www.chfainfo.com/arh/lihtc/lihtc_application_documents/8609certificate.doc 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 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	Enterprise Green Communities Certification Workbook with "Final" column completed (Waiver/Workaround documentation must also be submitted; please follow workbook instructions)		PDF
<input type="checkbox"/>	21	Green Communities Self-certification form (signed)		Excel
<input type="checkbox"/>	22	Green standard, LEED, or NGBS self-certification form (signed)		PDF
<input type="checkbox"/>	23	Green Standard: Submit evidence of project registration under LEED or NGBS		PDF



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<input type="checkbox"/>	24	Copy of the latest Environmental Report since the initial application		PDF
<input type="checkbox"/>	25	For projects with State Credit, written commitment from local government of monetary, in-kind, or other support benefiting the project. If the local support is in the form of property tax exemption by inclusion of the local housing authority in the project ownership, the written commitment must include the resolution resulting from the public vote or board of directors of the housing authority and confirmation must be provided that the county recognizes the role of the housing authority as special limited partner in the partnership sufficient to grant the real estate tax exemption.		PDF