



# 9 percent carryover 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, scoring criteria, and executed Applicant Certification. The Applicant Certification document is located on CHFA's website under LIHTC Application Documents. The Development Budget Worksheet Column E must reflect the costs from the Preliminary Application.		Excel (for application) and PDF (for Applicant Cert)
<input type="checkbox"/>	2	Application fee (all fees are non-refundable)	X	Or wired
<input type="checkbox"/>	3	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 <a href="http://www.chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx">www.chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx</a>		PDF
<input type="checkbox"/>	4	Narrative reflect changes from the Preliminary Application		PDF
<input type="checkbox"/>	5	Site plan and floor plan		PDF
<input type="checkbox"/>	6	Executed Certificate as to Ownership and Basis		PDF
<input type="checkbox"/>	7	CPA Opinion Letter and 10 percent test (10 percent test must match the "10 Percent Test for Carryover" worksheet in the LIHTC Excel application). Use CHFA Opinion Template, available at <a href="https://www.chfainfo.com/arh/lihtc/Pages/Application_Carryover-Documents.aspx">https://www.chfainfo.com/arh/lihtc/Pages/Application_Carryover-Documents.aspx</a> .		PDF
<input type="checkbox"/>	8	Attorney Opinion Letter, available at: <a href="https://www.chfainfo.com/arh/lihtc/Pages/Application_Carryover-Documents.aspx">https://www.chfainfo.com/arh/lihtc/Pages/Application_Carryover-Documents.aspx</a> .		PDF
<input type="checkbox"/>	9	Architect certification: Certification of the architect, who has designed the project, that the project has been designed to comply with the requirements of all applicable local, state, or federal fair housing and other disability-related laws, however denominated. The certification must clearly state that the project will comply with the following laws: local building codes; Colorado Fair Housing Act, as amended; Colorado Standards for Accessible Housing (C.R.S. Section 9-5); Federal Fair Housing Act, as amended; and the Americans with Disabilities Act, as amended. The architect certification must also state that the project has been designed to meet or exceed the Enterprise Green Communities requirements in Section 8 of the QAP. The owner is required to certify to the above in the case of an acquisition/rehabilitation project that does not employ an architect.		PDF
<input type="checkbox"/>	10	Evidence of enforceable financing commitments for all loans and grants: Applicant must provide evidence that all enforceable financing commitments for loans, grants, and equity from the sale of Tax Credits have been secured. An "enforceable commitment" means that the authorized body (Investment Committee, Loan Committee, Board, etc.) of the funding source has given approval and the commitment is subject only to those conditions which are totally under the control of the sponsor to meet. The terms and conditions of the commitment must be clearly identified. Application and commitment fees shall have been paid or must be required to be paid upon closing. Documentation of Owner equity (equity other than that obtained from the sale of Tax Credits) must be listed in the Project Financing Worksheet of the Carryover Application.		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 fee with date certain repayment date. Separately, provide a table of contents stating the page number identifying the following:</p> <ul style="list-style-type: none"><li>• All funding sources and loans;</li><li>• Equity pricing, pay-in schedule, and equity contributions;</li><li>• 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.)</li><li>• Deferred developer fee with date certain repayment schedule.</li></ul> <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	Copy of executed General Contractor Contract		PDF
<input type="checkbox"/>	13	Green Communities Self-certification Form (signed)		PDF
<input type="checkbox"/>	14	Green Communities Self-Certification Workbook with "Carryover" column and Green Development Plan sections completed		Excel
<input type="checkbox"/>	15	Green standard, LEED or NGBS self-certification form (signed)		PDF
<input type="checkbox"/>	16	Green standard: Submit evidence of project registration under LEED or NGBS		Excel
<input type="checkbox"/>	17	Copy of the latest Environmental report since preliminary application		PDF