



## 9 percent final allocation 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 costs from the Carryover Application.		Excel
<input type="checkbox"/>	2	Application fee, if not paid with the Carryover Application (all fees are non-refundable)	X	Or wired
<input type="checkbox"/>	3	Executed Applicant, Development Financing, and Development Budget certifications; these certifications are located on CHFA's website under LIHTC Application Documents		PDF
<input type="checkbox"/>	4	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	Enterprise Green Communities Certification Workbook with "Final" column completed (waiver/workaround documentation must also be submitted; please follow workbook instructions)		Excel
<input type="checkbox"/>	6	Green Communities Self-certification Form (signed)		PDF
<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	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"/>	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 Contact Information 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, available at <a href="https://www.chfainfo.com/arh/lihtc/Pages/Application_Final-Documents.aspx">https://www.chfainfo.com/arh/lihtc/Pages/Application_Final-Documents.aspx</a> ). Tax ID number and Entity Name must match the Contact Information 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



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<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, available at <a href="https://www.chfainfo.com/arh/lihtc/lihtc_application_documents/8609certificate.doc">https://www.chfainfo.com/arh/lihtc/lihtc_application_documents/8609certificate.doc</a> , 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	All owner representatives, their management agent representatives, onsite staff, and any other staff involved in qualifying households will be required to successfully complete a compliance training session conducted or approved by CHFA prior to the release of IRS Form 8609 for Federal Credits or the Allocation Certificate for State Credits Compliance training certificate		PDF
<input type="checkbox"/>	18	Compliance training certificate or notification of training at CHFA		PDF
<input type="checkbox"/>	19	Compliance monitoring fee (unless previously submitted with the Placed-in-Service Application); all fees are non-refundable	X	Or wired