



MEMORANDUM

DATE: June 24, 2011
TO: Development Community
FROM: LHFA
RE: 2011/2012 LIHTC Electronic Application

Louisiana Housing Finance Agency (LHFA) has provided on its website electronic application processes pursuant to the 2011/2012 Qualified Application Plan (QAP). Developers are reminded to refer to Section II (A) Instructions for Submission of Applications of the QAP for specifics regarding application submission.

The electronic application submission process is located at:
http://www.lhfa.state.la.us/programs/rental/housing_tax_credit.php#lihtc.

When completing the electronic application and to moderate computer bandwidth resource requirements for local and remote networks:

1. Applicants should start early completing the application process;
2. Upload no more than 6 documents to your computer during each session; and
3. Upload no more than 6 megabyte total for all documents during each session.

When the final complete application is submitted, the applicant will receive an electronic message from the LHFA notifying the applicant that the application was "received" and applicants should retain a hard copy of the notification. However such receipt will not prove that the application was complete or that it meets all other necessary requirements. LHFA retains the right to request and retain all original documents that are submitted electronically in the application. An applicant's failure to provide original documents within 72-hours after receiving the LHFA's written request for such documents will result in automatic disqualification of the application.

Any requests for assistance, identification/submission of bugs, and suggestions for improvements should be sent to lihtcwebinfo@lhfa.state.la.us.