9 percent final allocation application checklist

All documents must be uploaded to your Procorem workcenter into their respective folders. For questions and workcenter set-up, contact the post award inbox at housingtaxcreditpostaward@chfainfo.com. **Important: Once all required documents are uploaded, please send an email notification to the post award inbox.**

All required document templates can be found on CHFA's website at: chfainfo.com/rental-housing/housing-credit/application.

☑	#	document	file format
☐	1	Use the current Housing Tax Credit Application. Complete all worksheet tabs highlighted in green, including the Cost Summary Worksheet and Scoring Criteria. On the Development Budget Worksheet, enter the costs from the Carryover application in column E and an explanation of the change in costs in column G, as applicable. Correct any errors under the Data Issues tab	Excel
☐	2	There is no application fee due at final. Allocation fee is paid at Carryover for 9% deals.	
☐	3	General Contractor contract and the final schedule of values of construction costs (AIA form G702 and G703). These costs must be entered on the Cost Summary Tab in the application	PDF
☐	4	Executed certifications for the Applicant, and Sources and Uses; these certification templates are located on CHFA's website.	PDF
☐	5	For multiple buildings claiming acquisition credit, provide a separate Excel spreadsheet showing the calculation of credit for each building with a breakout of acquisition credits vs rehab credits	Excel
☐	6	Narrative describing the changes from the Carryover Application	Word
☐	7	Financing documentation for all funding sources such as a Promissory Note and HAP Contract if Project-based Vouchers if applicable. If claiming Energy Tax Credits, provide a breakout of how the investor calculated the proceeds and credit. If applicable, provide amendment(s) to partnership agreement.	PDF
☐	8	Partial Subordination from all lien holder(s) (unless previously submitted with the Placed-in- Service Application)	PDF
☐	9	CHFA will accept one of the following four sources for Utility Allowance schedule (with the amounts circled): Local Public Housing Authority, Actual Usage and Rate Estimate, HUD Utility Schedule Model, or Energy Consumption Model. Note: Applicants relying on the HUD Utility Schedule Model or the Energy Consumption Model must have received approval prior to the preliminary Housing Tax Credit Application submission. The Applicant must submit an updated request for final approval, including all required documents and fees, 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 chfainfo.com/rental-housing/asset-management/lihtc-program-compliance 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.	PDF
☐	10	Updated agreement with local public housing authority(PHA) that the project is giving a preference for tenants from their waitlist(s). May send same letter as Preliminary with current date and signature by PHA	PDF
☐	11	Accountant Opinion by an independent tax accountant, including the correct tax identification number and legal ownership name. Tax ID number and entity name must match the Contact Information Worksheet in the Excel Application. Opinions must follow CHFA's Accountant Opinion template.	PDF

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☐	12	Attorney Opinion by independent tax attorney, including the correct tax identification number and legal ownership name. Entity Name must match the Contact Information Worksheet in the Excel application. Use CHFA's Attorney Opinion Template.	PDF
☐	13	Executed Form C-1. Total square footage must match the unit mix and rents and final building profile in the Housing Tax Credit Application. Building address and BIN must be completed.	Excel
☐	14	Certificate of Occupancy and/or Temporary Certificate of Occupancy for every building. For rehabilitation projects, provide a Certificate of Substantial Completion for acquisition credits and proof of the date the project was placed in service for acquisition purposes (unless previously submitted with the Placed-in-Service Application)	PDF
☐	15	Building photos identified by the property address and BIN (unless previously submitted with the Placed- in-Service Application)	PDF
☐	16	Owner Building Eligibility Certification (fka Form 8609 certificate) detailing placed-in-service date for every building. Dates must match the TCOs, COs, or Certificate of Substantial Completion (unless previously submitted with the Placed-in-Service Application) detailing placed-in-service date for every building. Dates must match the TCOs, COs, or Certificate of Substantial Completion (unless previously submitted with the Placed-in-Service Application).	PDF
☐	17	Compliance training certificate for all owner representatives, as well as their management agent representatives, onsite staff, and any other staff involved in qualifying households. The certificate is achieved through successful completion of a compliance training session conducted or approved by CHFA prior to the release of IRS Form 8609 for Federal Credits	PDF
☐	18	Compliance monitoring fee, if not paid with the Placed-in-Service Application. Wiring instructions are available in Procorem workcenter (all fees are non-refundable)	Wire or Check
☐	19	Executed Energy Efficiency and Sustainability Election Form and Energy Use Intensity Form.	PDF
☐	20	Proof of Green Standards for EGC, LEED, or NGBS final certification and NEH, PHI, PHIUS, if applicable; or proof of filing for final certification upon project completion	PDF
☐	21	Partnership Amendments	
☐	22	Evidence of Local Government Contribution (State Applicants). Additional information can be found in the Colorado State Credit Local Contribution Guidelines Document.	
☐		Important: Once all required documents are uploaded, please send an email notification to the post award inbox at: housingtaxcreditpostaward@chfainfo.com.	