4 percent final allocation application checklist

with or without state credit

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 Preliminary or Milestone 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. Please do not add formulas or copy and paste.	Excel
☐	2	Application fee: An invoice must be requested via email to housingtaxcreditpostaward@chfainfo.com. Payment is to be made with assigned invoice number and may be made by electronic funds transfer, wire, or check.	Wire or Check
☐	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 Applicant Certification and Sources and Uses Certification: these certification templates are located on CHFA's website.	PDF
☐	5	Narrative describing the changes from the previous application (Preliminary or Milestone)	Word
☐	6	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 versus rehab credits.	PDF
☐	7	Financing documentation for all funding sources such as a Promissory Note: if claiming Energy Tax Credits, provide breakout of how the investor calculated the proceeds and credit. If applicable, provide the HAP Contract for Project-based Vouchers.	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 applicable 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

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☐	10	Updated agreement with local public housing authority (PHA) that the project is giving a preference for tenants from their wait list(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. The Opinion must include the aggregate basis and follow CHFA's Accountant Opinion template, including reference to the private activity bonds issued.	PDF
☐	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	Architect certification executed by the architect who has designed the project: the certification must state that the project has been designed to comply with the requirements of the following: • All applicable local, state, or federal fair housing and other disability-related laws, however denominated • Local building codes • the Colorado Fair Housing Act, as amended • Colorado Standards for Accessible Housing (C.R.S. Section 9-5) • the Federal Fair Housing Act, as amended • the Americans with Disabilities Act, as amended; • Project meets or exceeds the Green Building Certification requirements in Section 8 of the QAP Note: For acquisition/rehab projects, the owner is required to certify to the above if the project does not employ an architect	PDF
☐	14	Partnership Agreement (unless received at AHTC Milestone) that is fully executed and identifies the equity commitment, equity pricing, pay-in schedule, and deferred developer fee: separately, provide a summary page stating the page numbers of the PDF. A sample summary page can be found at: chfainfo.com/rental-housing/housing-credit/application. The summary page should identify the following: • 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; if this is addressed in the Development Agreement, it must be included in the upload. • Tax ID number on Partnership Agreement or copy of IRS issued EIN • Please include any Amended Restated Partnership Agreements if they were not previously uploaded. Note: The partnership name must also match the Attorney Opinion, Accountant Opinion, and Housing Tax Credit Application (this includes consistent use of commas in the partnership name)	PDF
☐	15	Completed 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
☐	16	Certificate of Occupancy and/or Temporary Certificate of Occupancy for every building: for rehab 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

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☐	17	Building photos identified by the property address and BIN (unless previously submitted with the Placed-in-Service Application)	PDF
☐	18	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).	PDF
☐	19	Compliance training certificate for all owner representatives and 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 and the Allocation Certificate for State Credits, if applicable.	PDF
☐	20	Compliance monitoring fee, if not paid with the Placed-in-Service Application: wiring instructions are available in the Procorem workcenter (all fees are non-refundable).	Wire or Check
☐	21	For bond deals in which CHFA is not the issuer, provide the bond issuer's IRS Form 8038 and the Issuer Certificate.	PDF
☐	22	Executed Energy Efficiency and Sustainability Election Form. Include Energy Use Intensity Report.	Excel
☐	23	Proof of Green Standards for EGC, LEED, or NGBS final certification and NEH, PHI, PHIUS	PDF
☐	24	Copy of the latest Environmental Report since the initial application (unless received at Milestone for State AHTC)	PDF
☐	25	For projects with State Credit, provide evidence of local contribution received. Additional information can be found in the Colorado State Credit Local Contribution Guidelines Document.	PDF
☐	26	Final Site Plan and floor plans, if not received at Milestone or Preliminary	PDF
		Important: Once all required documents are uploaded, please send an email notification to the post award inbox at: housingtaxcreditpostaward@chfainfo.com.	