state housing tax credit milestone 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	electronic
☐	1	Use current Housing Credit Application (Excel), with all worksheet tabs highlighted in green completed, including the Cost Summary worksheet, and Scoring worksheet. On the Development Budget worksheet, column E, enter the costs from the Preliminary Application and an explanation of changes in column G. Please do not add formulas or copy and paste.	Excel
☐	2	Executed Applicant Certification	PDF
☐	3	Application fee (all fees are non-refundable); an invoice must be requested. Please send email to the housingtaxcreditpostaward@chfainfo.com inbox. Payment is to be made with assigned invoice number and may be by electronic funds transfer, wire, or check.	
☐	4	CHFA will accept one of the following four sources for Utility Allowance: (with the applicable numbers circled): Local Public Housing Authority, HUD Utility Schedule Model, Energy Consumption Model, or Actual Usage and Rate Estimate. Utility Allowance schedules from the local Public Housing Authority must have the appropriate amounts circled. Applicants relying on the HUD Utility Schedule Model or the Energy Consumption Model must have received approval prior to the preliminary Housing Credit application submission. For detailed requirements, see CHFA's Multifamily Utility Allowance Policy. 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
☐	5	Narrative to reflect changes from the Preliminary Application	PDF
☐	6	Final site plan and floor plan	PDF
☐	7	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

☐	8	Evidence of enforceable financing commitments for all loans and grants: Applicant must provide evidence that all enforceable financing commitments for loans, grants, AHAP Contract if Project-based Vouchers, 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
☐	9	Provide evidence of local government contribution received. Additional information can be found at chfainfo.com/arh/lihtc/Pages/Application_State.aspx	PDF
☐	10	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: • 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 schedule. **The partnership name and tax ID number must also match the Attorney Opinion, Accountant Opinion, and Housing Credit Application.**	PDF
☐	11	Executed General Contractor Contract	PDF
☐	12	Executed Development Agreement, if applicable and not included in the partnership agreement	PDF
☐	13	Energy Efficiency: • Executed Energy Efficiency Election Form • Evidence of project registration under EGC, LEED, or NGBS • If applicable, registration under NEH, PHI, PHIUS, or other higher efficiency standard program.	Excel
☐	14	Copy of the latest Environmental report since preliminary application	PDF
☐		**Important:** Once all required documents are uploaded, please send an email notification to the post award inbox: housingtaxcreditpostaward@chfainfo.com	