



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.

<input checked="" type="checkbox"/>	#	document	file format
<input type="checkbox"/>	1	Request Final Application folders set up using the housingtaxcreditpostaward@chfainfo.com email address.	
<input type="checkbox"/>	2	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
<input type="checkbox"/>	3	Application fee is due at time of submission, if not paid with the Carryover Application (all fees are non-refundable). 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
<input type="checkbox"/>	4	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
<input type="checkbox"/>	5	Executed certifications for the Applicant, and Sources and Uses; these certification templates are located on CHFA's website.	PDF
<input type="checkbox"/>	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 vs rehab credits	Excel
<input type="checkbox"/>	7	Narrative describing the changes from the Carryover Application	Word
<input type="checkbox"/>	8	Financing documentation for all funding sources such as a Promissory Note. 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
<input type="checkbox"/>	9	Partial Subordination from all lien holder(s) (unless previously submitted with the Placed-in- Service Application)	PDF
<input type="checkbox"/>	10	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. 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
<input type="checkbox"/>	11	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



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<input type="checkbox"/>	12	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
<input type="checkbox"/>	13	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
<input type="checkbox"/>	14	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
<input type="checkbox"/>	15	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
<input type="checkbox"/>	16	Building photos identified by the property address and BIN (unless previously submitted with the Placed- in-Service Application)	PDF
<input type="checkbox"/>	17	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
<input type="checkbox"/>	18	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
<input type="checkbox"/>	19	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
<input type="checkbox"/>	20	Executed Energy Efficiency and Sustainability Election Form.	PDF
<input type="checkbox"/>	21	Proof of Green Standards for EGC, LEED, or NGBS final certification and ZERH, PHI, PHIUS, if applicable; or proof of filing for final certification upon project completion	PDF
<input type="checkbox"/>	22	Executed Energy Use Intensity Reporting Form	PDF
<input type="checkbox"/>		Important: Once all required documents are uploaded, please send an email notification to the post award inbox at: housingtaxcreditpostaward@chfainfo.com .	