



## 4 percent final allocation application checklist (with or without State Credit)

All documents must be uploaded to your workcenter. For workcenter set-up, contact Rhonda Housden at rhousden@chfainfo.com. Additional instruction for uploading documents will be available in your workcenter. Send email notification to Rhonda once all documents are uploaded.

<input checked="" type="checkbox"/>		document	hard copy	electronic
<input type="checkbox"/>	1	Use current Housing Credit (Excel) application, with all worksheet tabs highlighted in green completed, including the Cost Summary Worksheet and scoring criteria. On the Development Budget worksheet, enter the costs from the Preliminary or Milestone application, as applicable, in column E and, an explanation of the change in costs in column G.		Excel
<input type="checkbox"/>	2	Application fee (all fees are non-refundable); wiring instructions available in workcenter	X	Or wired
<input type="checkbox"/>	3	Contract from General Contractor, and 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"/>	4	Executed certifications for Applicant, Sources and Uses; these certification templates are located on CHFA's website at <a href="http://chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx">chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx</a> .		PDF
<input type="checkbox"/>	5	Narrative describing changes from the previous application (Preliminary or Milestone as		
<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.		PDF
<input type="checkbox"/>	7	Financing Worksheet: Updated documentation for all funding sources. If claiming Energy Tax Credits, provide breakout of how the investor calculated the proceeds and credit.		PDF
<input type="checkbox"/>	8	Partial Subordination from all lien holder(s) (unless previously submitted with the Placed-in-Service Application)		PDF
<input type="checkbox"/>	9	<p>CHFA will accept one of the following four sources for Utility Allowance: Local Public Housing Authority, Actual Usage and Rate Estimate, HUD Utility Schedule Model, or Energy Consumption Model. Utility Allowance schedules from the local Public Housing Authority must have the appropriate amounts circled.</p> <p>Applicants relying on the HUD Utility Schedule Model or the Energy Consumption Model must have received approval prior to the preliminary LIHTC application submission.</p> <p>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.</p> <p>For detailed requirements, see CHFA's Multifamily Utility Allowance Policy at <a href="http://chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx">chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx</a>.</p> <p>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.</p>		PDF



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<input type="checkbox"/>	10	Agreement with local public housing authority that the project is giving a preference for tenants from their waiting list(s).	PDF
<input type="checkbox"/>	11	Accountant Opinion by an independent tax accountant, including the correct tax identification number and legal ownership name which must match the Contact Information Worksheet in the Excel application. Use the correct opinion template which includes the aggregate basis amount and percentage for the fifty percent test. Opinions must follow CHFA's Accountant Opinion Template at <a href="http://chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx">chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx</a> .	PDF
<input type="checkbox"/>	12	Attorney Opinion by independent tax attorney, including the correct tax identification number and legal ownership name which must match the Contact Information Worksheet in the Excel application. Use CHFA's Attorney Opinion Template at <a href="http://chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx">chfainfo.com/arh/lihtc/Pages/Application_4-Percent_PAB-Documents.aspx</a> .	PDF
<input type="checkbox"/>	13	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.	
<input type="checkbox"/>	14	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. Separately, provide a table of contents stating the page number identifying the following: <ul style="list-style-type: none"> <li>• All funding sources and loans,</li> <li>• Equity pricing, pay-in schedule, and equity contributions,</li> <li>• 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.)</li> <li>• Deferred developer fee with date certain repayment schedule.</li> <li>• Tax ID number on Partnership Agreement or copy of IRS issued EIN</li> </ul> <p>The partnership name and tax ID number must also match the Attorney Opinion, Accountant Opinion, and Housing Credit application.</p>	PDF
<input type="checkbox"/>	15	Form C-1: Total square footage must match the unit mix and rents and final building profile in the Housing Credit Application	Excel
<input type="checkbox"/>	16	Certificate of Occupancy and/or Temporary Certificate of Occupancy for every building; Certificate of Substantial Completion for rehabilitation projects for acquisition credits, 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"/>	17	Building photos identified by address and BIN (unless previously submitted with the Placed-in-Service Application)	PDF



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<input type="checkbox"/>	18	Form 8609 Certificate at <a href="http://chfainfo.com/arh/lihtc/lihtc_application_documents/8609certificate.doc">chfainfo.com/arh/lihtc/lihtc_application_documents/8609certificate.doc</a> detailing placed-in-service date for every building, must match the TCOs, COs or Certificate of Substantial Completion (unless previously submitted with the Placed-in-Service Application)		PDF
<input type="checkbox"/>	19	All owner representatives, their management agent representatives, onsite staff, and any other staff involved in qualifying households will be required to successfully complete 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 Compliance training certificate, if applicable.		PDF
<input type="checkbox"/>	20	Compliance monitoring fee (unless previously submitted with the Placed-in-Service Application); wiring instructions are available in your workcenter.	X	Or wired
<input type="checkbox"/>	21	For Bond deals where CHFA is <b>not</b> the issuer, provide the bond issuer's IRS form 8038 and the Issuer Certificate.		PDF
<input type="checkbox"/>	22	EGC Workbook with "Final" column completed (Waiver/Workaround documentation must also be submitted; please follow workbook instructions). Applies to projects following Option B in Section 8 of the 2020 QAP as well as projects awarded in 2019 or prior.		PDF
<input type="checkbox"/>	23	Energy Efficiency Election Form (fully executed) at <a href="http://chfainfo.com/arh/lihtc/lihtc_application_documents/Energy-Efficiency-Election-Form.pdf">chfainfo.com/arh/lihtc/lihtc_application_documents/Energy-Efficiency-Election-Form.pdf</a>		Excel
<input type="checkbox"/>	24	Green standard; provide final proof of EGC, LEED, or NGBS Certification and ZERH, PHI, PHIUS, if applicable, or proof of filing for Final Certification upon project completion.		PDF
<input type="checkbox"/>	25	Copy of the latest Environmental Report since the initial application		PDF
<input type="checkbox"/>	26	For projects with State Credit, provide evidence of local contribution received. Additional information can be found at <a href="http://chfainfo.com/arh/lihtc/lihtc_application_documents/Local-Contribution-Guidelines.pdf">chfainfo.com/arh/lihtc/lihtc_application_documents/Local-Contribution-Guidelines.pdf</a>		PDF