



# 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](mailto:housingtaxcreditpostaward@chfainfo.com). Once all required documents are uploaded, send an email notification to the post award inbox.

<input checked="" type="checkbox"/>		document	file format
<input type="checkbox"/>	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	Excel
<input type="checkbox"/>	2	Application fee. Wiring instructions are available in Procorem workcenter (all fees are non-refundable)	Wire or Check
<input type="checkbox"/>	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
<input type="checkbox"/>	4	Executed certifications for the Applicant, and Sources and Uses; these certification templates are located on CHFA's website at: <a href="https://www.chfainfo.com/rental-housing/housing-credit/application">https://www.chfainfo.com/rental-housing/housing-credit/application</a>	PDF
<input type="checkbox"/>	5	Narrative describing the changes from the previous application (Preliminary or Milestone)	Word
<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 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. Note any changes occurring since preliminary or milestone, including amendments to the partnership agreement	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>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.</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="https://www.chfainfo.com/rental-housing/asset-management/lihtc-program-compliance">https://www.chfainfo.com/rental-housing/asset-management/lihtc-program-compliance</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	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
<input type="checkbox"/>	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. Opinion must include the aggregate basis and follow CHFA's Accountant Opinion template at: <a href="https://www.chfainfo.com/rental-housing/housing-credit/application">https://www.chfainfo.com/rental-housing/housing-credit/application</a>	PDF
<input type="checkbox"/>	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 at: <a href="https://www.chfainfo.com/rental-housing/housing-credit/application">https://www.chfainfo.com/rental-housing/housing-credit/application</a>	PDF
<input type="checkbox"/>	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: <ul style="list-style-type: none"> <li>• All applicable local, state, or federal fair housing and other disability-related laws, however denominated;</li> <li>• Local building codes;</li> <li>• The Colorado Fair Housing Act, as amended;</li> <li>• Colorado Standards for Accessible Housing (C.R.S. Section 9-5);</li> <li>• The Federal Fair Housing Act, as amended;</li> <li>• The Americans with Disabilities Act, as amended;</li> <li>• Project meets or exceeds the Green Building Certification requirements in Section 8 of the QAP.</li> </ul> Note: For acquisition/ rehab projects, the owner is required to certify to the above if the project does not employ an architect	PDF
<input type="checkbox"/>	14	Partnership Agreement 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: <a href="https://www.chfainfo.com/rental-housing/housing-credit/application">https://www.chfainfo.com/rental-housing/housing-credit/application</a> . The summary page should identify 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;</li> <li>• Tax ID number on Partnership Agreement or copy of IRS issued EIN.</li> </ul> Note: The partnership name and Tax ID number must also match the Attorney Opinion, Accountant Opinion, and Housing Credit Application (this includes consistent use of commas in the partnership name)	PDF
<input type="checkbox"/>	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	Excel
<input type="checkbox"/>	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
<input type="checkbox"/>	17	Building photos identified by the property address and BIN (unless previously submitted with the Placed-in-Service Application)	PDF
<input type="checkbox"/>	18	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). Use CHFA's form at: <a href="https://www.chfainfo.com/rental-housing/housing-credit/application">https://www.chfainfo.com/rental-housing/housing-credit/application</a>	PDF



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<input type="checkbox"/>	19	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 and the Allocation Certificate for State Credits, if applicable	PDF
<input type="checkbox"/>	20	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"/>	21	For Bond deals in which CHFA is not 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). This 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 and Sustainability Election Form that is fully executed. This can be found on CHFA's website at: <a href="https://www.chfainfo.com/rental-housing/housing-credit/application">https://www.chfainfo.com/rental-housing/housing-credit/application</a>	Excel
<input type="checkbox"/>	24	Final proof of Green Standards for 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 (unless received at milestone for State AHTC)	PDF
<input type="checkbox"/>	26	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 at: <a href="https://www.chfainfo.com/rental-housing/housing-credit/application">https://www.chfainfo.com/rental-housing/housing-credit/application</a>	PDF
<input type="checkbox"/>	27	Final Site Plan, if not received at Milestone	PDF