

Housing Tax Credit Contribution

Important Reminders & Frequently Missed Points

April 7, 2016

- A complete application MUST be submitted on or before the 4pm due date of May 18, 2016.
- Any items marked as Threshold, or “T” on the Exhibit checklist in the Consolidated Application is a required item and if not submitted, deems the application ineligible for an award and will not be given further consideration for an award in the current round.
- Double check the application before submission to ensure everything is uploaded.
 - In the past, there have been several instances of an applicant saying “See attached document...” and there is no document attached. CHFA will not accept past due information.
- If you have a funding commitment in place from CHFA and/or DOH, you must evidence a need for additional funding. CHFA will work with DOH to determine if the need is acceptable.
- A link to the HTCC Procedures can be found [here](#). They begin on page 96 of the attachment.
- A link to the HTCC Guidelines can be found [here](#).
- Any information regarding SharePoint and the Consolidated Application can be found [here](#).
- CHFA reserves the right to ask for clarification during and after the review period if needed.