



February 12, 2010

The Qualified Allocation Plan has been approved by the Governor as of February 9, 2010.

Please note that the Supportive Services documentation must be submitted to ADOH no later than February 16, 2010 at 4:00 p.m. to be considered for your 2010 application.

### **LIHTC Application Workbook –**

Applicants who downloaded the Application workbook prior to January 27th did so during our test mode. The Application workbook has been updated to correct errors noted at the training. Because of these errors, the Application workbook provided on the CD-Rom should not be used for on-line submission. Applicants who registered prior to January 27 received a five (5) digit Unique Project Identification Number (UPIN) and must re-register their application to receive a four (4) digit UPIN number, and download an updated version of the 2010 LIHTC Application Workbook.

Online Low Income Housing Tax Credit Applications are due on or before **March 15, 2010 at 4:00 p.m.**

- **One application must be submitted online. \*\*\*Note\*\*\* for testing the online application, please use the CD provided at the training, not the internet version.**
- One executed original, one copy, and one online submission must be received on or before **March 15, 2010 at 4:00 p.m.**
- Applicants that registered prior to January 27, 2010 must re-register in order to get the final online application.
- Remember to include your application submission confirmation email receipt with your executed hard copy. Applications submitted without proof of the online submission will not be accepted.
- If you are submitting additional bound paperwork (e.g. Market Study), please include a separate page behind the appropriate tab in the hard copy, indicating what is included separately.
- **Applicants must submit the Certificate of Training Attendance with the project application.**

**\*\*\*Note\*\*\***

- Please print your electronic application as your hard copy. The online application must match your hard copy.
- Technical assistance will be available until 12:00 noon on Monday, March 15, 2010.