



March 5, 2010

On February 9, 2010 Governor Brewer approved the 2010 Qualified Allocation Plan.

The Supportive Services documentation that was due by February 16th has been reviewed and letters were mailed on March 1, 2010. The approved letter must be included in the tax credit application.

APPLICATION REMINDERS

- 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 and one executed original, and one copy, must be received.
- In order to meet threshold requirements, the developer or ADOH approved designee must have attended the workshop held on January 19, 2010.
- ADOH requests that multiple members of a development team preparing an application for submission in the March 2010 round not register via the ADOH website in order to obtain a copy of the 2010 LIHTC Application Workbook. Doing so causes a project to be issued multiple Unique Identification Project Numbers (UPIN) and will cause difficulties in uploading the final application workbook for submission electronically.
- ADOH is aware that due to permission settings in the 2010 LIHTC Application Workbook, tabs cannot be added or duplicated in the workbook. Applicants should complete forms in their electronic format for a single entity for submission of the electronic application; include all hard copies of forms with original signatures in the hard copy submission of the application. If an applicant wishes to have individualized copies of these forms in order to create multiple copies and maintain an electronic record of all forms submitted in the hard copy application, please contact Lisa Roth (lisa.roth@azhousing.gov) to obtain the forms.
- 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 being submitted under separate cover.

*****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.