



## CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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Director of Finance

### EXECUTIVE DIRECTOR

Mark Stivers

DATE: February 10, 2015

TO: Low Income Housing Tax Credit Stakeholders

FROM: Anthony Zeto, Development Section Chief

SUBJECT: Local Reviewing Agency (LRA) Application Process

All applicants are required to submit the California Tax Credit Allocation Committee (TCAC) application and attachments to TCAC with the \$2,000 application filing fee. Applicants must also submit a copy of the application with an evaluation form **directly to the LRA**. Applicants must submit the application materials on flash drive, CD or DVD to **both** TCAC and the LRA.

### Directions for submitting an LRA package are as follows:

1. Download the entire LRA package from the TCAC website:  
<http://www.treasurer.ca.gov/ctcac/2015/lra.asp>

### For submission to the LRA:

1. Complete the LRA transmittal letter on your letterhead.
2. Create a flash drive, CD or DVD that includes the LRA evaluation form and the complete TCAC application with all attachments.
3. Mail the transmittal letter and the flash drive, CD or DVD to the appropriate LRA; reference LRA Contacts at: <http://www.treasurer.ca.gov/ctcac/2015/lra/contact.pdf>
4. Use a traceable method for mailing the transmittal letter and the flash drive, CD or DVD to the LRA.

### For submission to TCAC:

1. Include a copy of the original LRA transmittal letter on the project's TCAC application flash drive, CD or DVD.
2. Include the proof of mailing to the LRA along with the TCAC application.

TCAC will follow up with the LRA and send them the \$1,000 project evaluation fee upon receipt of their **completed and executed** evaluation form. If you have any questions about this process, please contact your regional analyst at 916-654-6340.