

Date: January 19, 2021

To: CDLAC Applicants and Project Sponsors applying for a QRRP Bond Allocation and Tax Credits on February 4, 2021

From: Judith Blackwell, CDLAC/CTCAC Executive Director

Re: Requirements for February 4, 2021 Application Deadline

The purpose of this memo is to inform CDLAC Applicants and Project Sponsors of the process for applying for a QRRP bond allocation and tax credits on February 4, 2021. Until further notice, all joint bond and tax credit applications will be submitted via USB flash drive rather than through the CDLAC online application portal.

An updated PDF joint CDLAC/CTCAC application has been posted on the CDLAC website: (<https://www.treasurer.ca.gov/cdlac/forms/cdlac-ctcac-joint-app.pdf>). This application is to be completed with all required CDLAC and CTCAC application attachments: (<https://www.treasurer.ca.gov/ctcac/2021/application.asp>). Please label all folders and subfolders within the USB flash drive. Instructions for folder labeling can be found in Attachment 40.

All applications will be submitted to CDLAC by the CDLAC applicant (i.e. bond issuer) via USB flash drive. Project Sponsors should send the bond issuer three (3) USB flash drives, one for the bond issuer to retain and two for the bond issuer to send to CDLAC. The USB flash drives must be labeled on the exterior with the project name and must be accompanied by a check for the CDLAC filing fee and a check for the CTCAC filing fee. CDLAC staff will forward one of the USB flash drives and the CTCAC application filing fee to CTCAC. Project Sponsors need not send a separate application to CTCAC as in years past.

All applications must arrive at the CDLAC office no later than 4:00 pm on February 4, 2021. Please reach out to CDLAC staff with any questions or concerns.