



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

901 P Street, Suite 213A
Sacramento, CA 95814
p (916) 654-6340
f (916) 654-6033
www.treasurer.ca.gov/ctcac

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EXECUTIVE DIRECTOR
NANCEE ROBLES

DATE: May 8, 2023

TO: California Tax Credit Allocation Committee (CTCAC) Stakeholders

FROM: Nancee Robles, Executive Director

RE: Placed-in-Service Application Submission Deadline

Pursuant to Section 10322(i) of the California Tax Credit Allocation Committee (CTCAC) Regulations, within one year of completing construction of the proposed project, the project owner shall submit CTCAC required Placed-in-Service (PIS) documentation and request for Forms 8609. Once all conditions have been met, tax forms will be issued. CTCAC Regulation Section 10325(c)(2) states that negative points may be assessed, up to 10 points for each project and/or each violation, for general partners, co-developers, management agents, consultants, guarantors, or any member of agent of the Development Team for items including, but not limited to:

- (C) failure to request Forms 8609 for new construction projects within one year from the date the last building in the project is placed-in-service, or for acquisition/rehabilitation projects, one year from the date on which the rehabilitation was completed.

In response to development challenges the past couple of years including the COVID-19 pandemic, construction cost increases and supply chain issues, CTCAC has not assessed negative points to projects failing to meet the placed-in-service application/request Form 8609 one-year submission requirement.

Effective November 1, 2023, CTCAC will enforce the one-year requirement to request Forms 8609 as required in CTCAC Regulation Section 10322(i). Failure to meet the required deadline may result in the assessment of negative points. Project owners are expected to submit complete PIS documentation that meet all requirements of the CTCAC regulations.

If you have any questions regarding this memorandum, please contact CTCAC staff at:
<https://www.treasurer.ca.gov/ctcac/in-service/STOhome.asp>