

DATE: June 7, 2019

TO: Interested and Participating Parties

FROM: Teresa Rickenbach and Brian Poe

SUBJECT: LIHTC/HOME Application Electronic Submission - August 2, 2019 application round

As many of you are aware, IHFA will be taking applications electronically through a newly designed portal system (Procorem) starting with the upcoming August 2, 2019 application round.

Procorem requires a secure work center to be set up for each submitted application prior to the application deadline. The structure of a work center follows the application requirements mentioned in the Low Income Housing Tax Credit Program's Qualified Allocation Plan and HOME Administrative Plan. Many of you are already using the Procorem system if you have any HOME or HTF funding in current projects. Access to a particular work center is limited to individuals of your choosing and may be set up as early as you desire.

We are anticipating a smooth transition to an electronic submittal system, but realize that unforeseen problems may occur.

Please contact us when you are ready to set up a work center for your August application submittal, or if you have any questions or concerns. If you have not yet used the Procorem system, we will set up a quick training course to walk you through the process.

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