



CONNECTICUT
HOUSING FINANCE
AUTHORITY

HTCC – NEW REPORTING FORMS

HOUSING DEVELOPMENT



Effective Date

- The new Quarterly Report forms will be required for use commencing with the 2022 awards (Q1 2023 report which is due April 15, 2023)
- The new Closeout Forms will be required for ALL closeouts that occur April 15, 2023 or later



Submission

- Submit through the HTCC Drop Box
- <https://www.chfa.org/sharefile-htcc-reporting/>
- Please note that the following fields are required for submission: HTCC Project Number & HTCC Project Name. If possible, please upload one (1) PDF document with all required documentation and title the document “HTCC Project Number, Project Name”. If uploading multiple documents, please specify in the name of the upload what is included in the document.



Quarterly Due Dates

- The first quarterly report is due April 15th (for quarter ending March 31st) of the year following the award.
- Subsequent due dates are July 15th, October 15th, and January 15th for the quarters ending June 30th, September 30th, and December 31st, respectively.



Closeout Forms

- All required closeout documents shall be submitted no later than three (3) years and ninety (90) days from the Date of Approval.
- Date of Approval means date on the reservation letter or in the case of revolving loan funds, the date of the fund's inception.



CHFA Contact

Colette Slover

HTCC Program Manager

Colette.slover@chfa.org



2023 HTCC- NEW FORMS OVERVIEW

1. Housing Development Quarterly Report Form

2. HTCC Final Closeout Checklist Form- ***New***

3. Housing Development Certificate of Completion Form

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Purpose

- Improved communication b/w Nonprofit and CHFA
- Housing Program Changes- improved reporting and tracking
- HTCC Budget – improved reporting and tracking functionality
- Increase oversight of items that the Nonprofit committed to at the time of application (Points Items)



Housing Development Quarterly Report Form



CONNECTICUT HOUSING FINANCE AUTHORITY
HTCC Quarterly Report for Housing Development

[All HTCC Quarterly Reports must be submitted via our secured HTCC Sharefile p](#)

NONPROFIT NAME:	<input type="text"/>		
PROJECT NAME:	<input type="text"/>		
HTCC PROJECT #:	<input type="text"/>	HTCC AWARD AMOUNT:	<input type="text"/>
NONPROFIT CONTACT PERSON:	<input type="text"/>	EMAIL ADDRESS:	<input type="text"/>
REQUIRED CLOSEOUT DATE:	<input type="text"/>	QUARTER ENDED:	<input type="text"/>

REQUIRED ATTACHMENTS (PLEASE CHECK OFF AS PROVIDED WHEN UPLOADED):

- Copies of Bank Statements for Segregated Account
- Progress photos, including the interior and exterior of the building(s).
- Copies of the invoices and/or receipts associated with the HTCC expenditures
- Signed Quarterly Report Acknowledgement provided
- Bank Reconciliation/Check Register for the current quarter

- Nonprofit Contact Person: Who do you want us to contact if we have questions about the report?
- Required Closeout Date 3 years and 90 days from Date of Approval (ie: Reservation Letter- 1/5/2026 for 2022 Awards)

ANTICIPATED DATE OF SUBSTANTIAL COMPLETION:

ANTICIPATED CLOSE-OUT DATE:

PERCENTAGE COMPLETE:

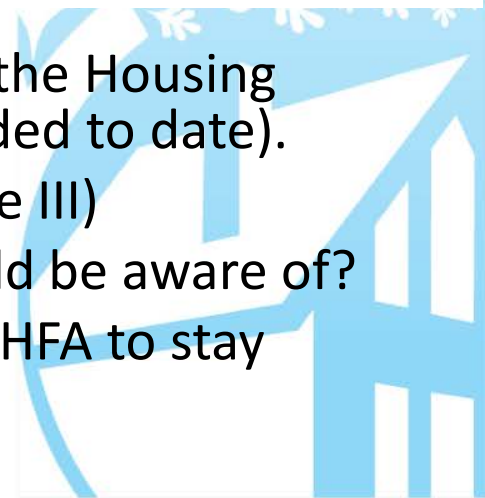
Percentage complete means the estimated percent of the Housing Program that is completed and is HTCC funds expended to date.

Attach or provide status update on Non-Threshold Deliverables (ie: Phase III Report):

NARRATIVE (Please provide a brief description on the status of the Development. Describe any delays or issues that will impact the substantial completion or close-out date):

PROGRAM CHANGE REQUEST & EXPLANATION (if applicable). Program changes, including budget modifications, must be submitted to CHFA for review and approval. Attach additional sheets if necessary. Explain the extenuating circumstances relating to the proposed change.

- Percentage Complete: means the estimated percent of the Housing Program that is completed (not % of HTCC funds expended to date).
- Non-Threshold Items from ConApp (currently only Phase III)
- Narrative- How's it going? Any issues or delays we should be aware of?
- PROGRAM CHANGES! Must be reviewed/approved by CHFA to stay in compliance. This is not a new requirement.



LIST OF COMMITMENTS. Please include total budgeted amount and expenditures to date on each commitment; attach additional sheets if necessary.

Funder	Amount	Proposed, Committed, or Closed?	Submitted to CHFA?	Submission Date or Anticipated Submission Date
Commitment 1				
Commitment 2				
Commitment 3				
Commitment 4				
Commitment 5				
Commitment 6				
TOTAL SOURCES	\$0			

BUILDING PERMITS. Submit to CHFA; attach additional sheets if necessary.

Building	Submitted to CHFA?	Submission Date or Anticipated Submission Date	Provide brief status
Building 1			
Building 2			
Building 3			

- List of Commitments/Building Permits not supplied with application must be submitted with Quarterly when available.
- These are not new requirements, just better tracking.



EXPENDITURE TRACKER (Budget modifications must be submitted and approved to/by CHFA)

Budget Modification Approval Date (if applicable):

Line Item	CHFA Approved HTCC Budget	Beginning Expenditure Balance (Please use ending balance from previous)	Current Expenditure
Construction (Site Work) & Contingency - Commercial Construction/Contingency not allowable	\$0	\$0	
Architectural and Engineering	\$0	\$0	
Finance and Interim Costs	\$0	\$0	
Soft Costs - Fee & Expenses	\$0	\$0	
Developer Fee	\$0	\$0	
Pre-Development Financing Costs	\$0	\$0	
Land Costs	\$0	\$0	
Existing Building Costs	\$0	\$0	
Entity and Syndication Costs	\$0	\$0	
Other	\$0	\$0	
Other	\$0	\$0	
Totals	\$0	\$0	

* If red, this number exceeds the approved budget and a modification request is needed.

- Must follow approved HTCC Budget. This is not a new requirement.
- This form does a better job of tracking and reporting the HTCC budget.
- Changes to budget must be requested separately, and approved by CHFA



It is the Applicant's responsibility to submit this report on time in order to remain in compliance with the program requirements. Incomplete item will result in an incomplete submittal and may result in non-compliance in your reporting requirements.

The undersigned by its signature below acknowledges that this quarterly report is complete and accurate. I understand complete and accurate reports are required for future HTCC funding rounds. Applicant further acknowledges that its HTCC award(s) is/are subject to recapture in instances of non-compliance. Incomplete responses will need to be resubmitted within five (5) business days. CHFA may make periodic site visits and monitor programs to ensure compliance.

Signed under penalty for false statement, Sec. 53a – 157b of the Connecticut General Statutes

Print Name

Signature

- Signature (no changes)



Housing Development Closeout Checklist Form (DELIVERABLES)



HOUSING DEVELOPMENT PROJECTS (PLEASE USE DROP-DOWN)

Bank Statement showing all funds have been expended

All invoices and/or receipts associated with the HTCC expenditures have been

HTCC Certificate of Completion submitted

- Provide this information about segregated bank account and expenditures ONLY if it was not previously provided as part of your quarterly reports



Certificate of Occupancy/Temporary Certificates of Occupancy (CO/TCO) submitted from local municipal building official indicating that a CO/TCO has been issued

Homeownership Units: provide documentation verifying the units have been

Evidence of Low Income Service Period (e.g., recorded deed, Town/City land

- Homeownership- Evidence that the units have sold/transferred (Deeds) *NEW*
- Evidence of Low Income Service Period *NEW* – *only required if you received points for this item*



Workforce Housing Set-Aside: Submit documentation that the HTCC affordable wage or salaried workers in the municipalities where they work.

Workforce Housing Set-Aside (Rental): Deed or land use restriction preservation Service Period commitment.

Rental or Homeownership Data- Create and attach report that includes the fo

- Increased oversight for Projects that were funded under the Workforce Housing Set-Aside
- Rental/Homeownership Data- *NEW* (Nonprofit now must provide data that supports commitments made in the application)



# of bedrooms	Occupancy (Tenant, Owner of Vacant)	Size of Household	Household AMI%	AMI Unit Designation	Sales Price of Unit or Tenant Paid Portion of Rent (including tenant utilities)	CHFA Sales Price Limit or Rent Limit	Below CHFA sales price or rent limits?
2	Tenant	3	44%	60%	\$650	\$650	Y/N

- Rental/Homeownership Data- No specific form is provided; we are requesting the data points above.



Certificate of Completion



CERTIFICATION OF PROJECT COMPLETION

HTCC PROJECT NO:

PROGRAM NAME:

ITEM

HTCC Costs

Total Costs

Construction (Site Work) &
Contingency
Architectural & Engineering
Finance & Interim Costs
Soft Costs - Fee & Expenses
Developer Fee
Pre-Development Financing
Costs
Land Costs
Existing Building Costs
Entity and Syndication Costs
Other: (Describe)
Other: (Describe)
Total Development Cost

\$	-	\$	-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
\$	-	\$	-

- Added a new column for HTCC Budget

