



CONNECTICUT
HOUSING FINANCE
AUTHORITY

HTCC – NEW REPORTING FORMS

REVOLVING LOAN FUNDS (RLF)



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. RLF Quarterly Report Form
2. HTCC Final Closeout Checklist Form- ***New***
3. RLF Certificate of Completion Form



Purpose

- Create consistency between the RLF requirements and reporting
- Increase oversight of items that the Nonprofit committed to at the time of application (Points Items)



RLF Quarterly Report Form



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

NONPROFIT NAME:

PROJECT NAME:

HTCC PROJECT #:

HTCC AWARD AMOUNT:

NONPROFIT CONTACT PERSON:

EMAIL ADDRESS:

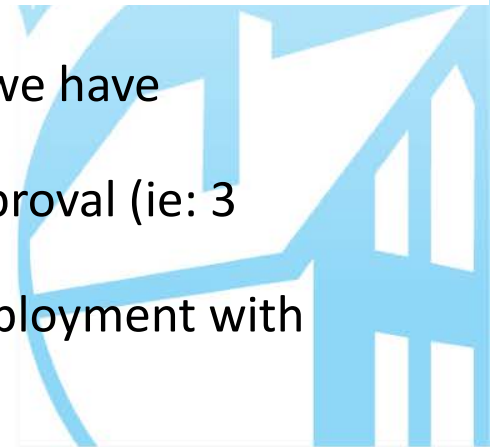
REQUIRED CLOSEOUT DATE:

QUARTER ENDED:

REQUIRED ATTACHMENTS:

- Copies of Bank Statements for Segregated Account
- List of loans originated since fund's inception. At a minimum, the list should include loan # or identifier, address, Town/City, amount of revolved funds anticipated. For Workforce Housing Set-Aside, if applicable, include the Town/City of place of employment.
- Accounting of the fund's activity, including any receipts and disbursements, from the fund's establishment to the current quarter.
- Bank Reconciliation/Check Register for the current quarter
- Signed Quarterly Report Acknowledgement provided (below)

- 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: 3 years from the date funds received).
- Workforce Housing Set-Aside- include Town/City place of employment with the list of loans



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

NONPROFIT NAME:

PROJECT NAME:

HTCC PROJECT #:

HTCC AWARD AMOUNT:

NONPROFIT CONTACT PERSON:

EMAIL ADDRESS:

REQUIRED CLOSEOUT DATE:

QUARTER ENDED:

REQUIRED ATTACHMENTS:

- Copies of Bank Statements for Segregated Account
- List of loans originated since fund's inception. At a minimum, the list should include loan # or identifier, address, Town/City, amount of revolved funds anticipated. For Workforce Housing Set-Aside, if applicable, include the Town/City of place of
- Accounting of the fund's activity, including any receipts and disbursements, from the fund's establishment to the current
- Bank Reconciliation/Check Register for the current quarter
- Signed Quarterly Report Acknowledgement provided (below)

- List of Loans originated since fund inception (loan #, address, Town, # of units, loan amount, summary of loan terms and brief description of the timing and amount of revolved funds anticipated) *NEW*



STATUS OF LOAN FUNDS:

Amount of disbursements this quarter:

\$0

**Amount of disbursements from the date
of fund's inception to this quarter:**

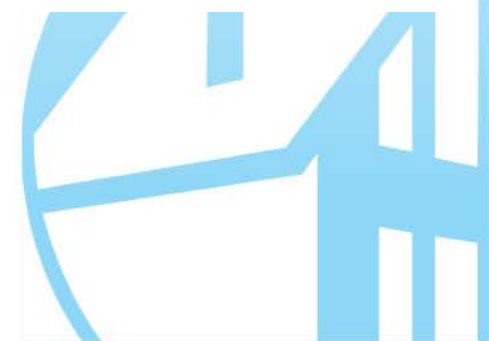
\$0

Amount of receipts this quarter:

\$0

**Amount of receipts from
date of fund's inception to this quarter:**

\$0



NARRATIVE UPDATE. Please provide a brief description on the progress of deployment of revolving loan funds. Discuss progress towards meeting applicant commitments and points items (i.e.- Affordability and Livability Initiatives). Describe any delays or issues that may impact the ability of the NonProfit to fully deploy funds within the required three years timeframe and meeting applicant commitments.



- How is it going? Any issues or delays with being able to deploy the funds?



It is the Applicant's responsibility to submit this report on time in order to remain in compliance with the program. Failure to submit this report on time 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 that failure to submit this report on time may result in the loss of my HTCC award in future HTCC funding rounds. Applicant further acknowledges that its HTCC award(s) is/are subject to recapture by CHFA. Incomplete responses will need to be resubmitted within five (5) business days. CHFA may make periodic site visits.

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

Print Name

Signature

- Signature (no changes)



RLF
Closeout Checklist Form
(DELIVERABLES)





REVOLVING LOAN FUNDS (PLEASE USE DROP DOWN MENU FOR RE

Fund maintained for the minimum required three (3) year period

RLF HTCC Certificate of Completion (prepared by a CPA)

All relevant loan documents that backup use of HTCC funds (e.g.- Promissory Note).

Bank Reconciliation/Check Register

- Provide this information about segregated bank account and expenditures ONLY if it was not previously provided as part of your quarterly reports
- Loan Documents- please upload to Quarterly Dropbox. This is required from CHFA Procedures.



Points Summary Report: Submit a report that outlines commitments made at application (i.e. The report should include a breakout and detail of each loan that contributes to achievement

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

List of loans originated since fund's inception. At a minimum, the list should include loan # or loan amount, household AMI, summary of loan terms and brief description of the timing and amount. Workforce Housing Set-Aside, if applicable, include the Town/City of place of employment.

- Points Summary- Did you meet the commitments you made in the application?
- Workforce Housing- In compliance with Set-Aside requirements?
- List of loans with some basic information for each



Certificate of Completion



Loan Type

Total Revolved
Funds Loaned Out

Total Revolved
Funds Received

Down Payment Assistance
 Home Rehabilitation Loan
 Closing Cost Assistance
 Mortgage Interest Rate Buy
 Down
 New Construction Loan
 Other: (Describe)
 Other: (Describe)
 Other: (Describe)
 Total

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

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

- Breakout of use the RLF Awarded funds
- Breakout of use of any revolved funds recieved

