

**Housing Tax Credit Contribution  
(HTCC) Program Quarterly Report  
Submissions**



In addition to the Program Quarterly Progress Report form, submissions should include the following back-up documentation:

- Copies of the bank statements for the segregated account holding proceeds or contributions received in exchange for a tax credit voucher(s). The statement should include the activity of the account from initial setup to date.
- Copies of the invoices and/or receipts associated with the funded Housing Program supporting the activity shown on the bank statement.
- Progress photos, including the interior and exterior of the building(s).

For Affordable Housing and Workforce Housing Revolving Loan Funds, please submit an accounting of the fund's activity, including any receipts and disbursements, from the fund's establishment to the current period.

CHFA accepts HTCC Quarterly Reports via an email inbox to a secure drop-box system. The link to the secure drop-box can be found by clicking below.

[Submit Quarterly Reports](#)

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.

If you have any questions or encounter submission issues, please contact Michelle Onofrio at [michelle.onofrio@chfa.org](mailto:michelle.onofrio@chfa.org) as soon as possible.