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memorandum

to: Housing Credit Recipients
from: Paula Harrison, Tax Credit Program Administrator
date: June 9, 2021
subject: Quarterly Status Reporting

Pursuant to the 2021-2022 Qualified Allocation Plan (QAP) Section 3.G, Quarterly Status Reporting, applicants must submit reports quarterly.

3.G
Quarterly Status Reporting

Projects receiving a Preliminary Reservation of Housing Credit or Initial Determination will be required to provide quarterly reports, in a format prescribed by CHFA, updating the progress in securing construction and permanent financing, Housing Credit equity, construction progress, and other milestones as determined by CHFA. A template is available at chfainfo.com/arh/lihtc/Pages/application.aspx. Applicants must submit reports via the secure file delivery system.

Quarterly Status Reports are provided by the Tax Credit Officer following award by the Tax Credit Allocation Committee and are due the month following each calendar quarter through issuance of the 8609(s).

Form containing CHFA logo, contact information for Denver and Western Slope, and a table with fields for Project Name, Type of Tax Credit, Owner/Contact Name, etc. Includes a submission date of 6/9/2021 and a note about the QAP reporting requirements.

After completing/updating the report, submit to the most current Procorem file for the property, ie. Preliminary, Carryover, PIS or Final.

Please contact your Tax Credit Officer if you have any questions.

Thank you