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memorandum

to: Housing Tax Credit Recipients

from: Megan Herrera, Tax Credit Program Administrator

subject: Quarterly Status Reporting

Pursuant to the YEAR Qualified Allocation Plan (QAP) Section 3.G, Quarterly Status Reports must be submitted 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.

The Quarterly Status Report form is provided by the Tax Credit Officer following an award by the Tax Credit Allocation Committee. Reports are due the month following each calendar quarter until 8609(s) have been issued.

1. Upload the completed Report to the Quarterly Report folder in the Procorem workcenter.

2. Mark the Task Complete.

   a. Task reminders will be sent on the 5th and 15th of the month that reports are due.

   b. The Developer, Development Team or Consultant have permission to complete this task.

   c. Email reminders will continue to be sent until the task is marked complete.

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