



# HOME/HTF/NSP ANNUAL REPORT GUIDE YE 2015

## 1. HOME, HTF or NSP Annual Report for Long Term Compliance

The report is due annually, postmarked on or before August 1<sup>st</sup>, and has a reporting period from January 1<sup>st</sup> through December 31<sup>st</sup>, of the previous year.

The report is not considered received in its entirety unless the following documents are submitted:

### a. Annual Compliance Report for Rental Properties with State-Assisted Units

- i. Required for all Permanent or Transitional Rental Housing
- ii. Form must be signed by the owner in Original Ink
- iii. Form must be Original – No copies or faxes will be accepted
- iv. HOME Properties: Complete & Submit attached Affirmative Marketing Report

### b. Rental Schedule for State-Assisted Units – Annual Compliance Report Attachment

- i. Legal Size Document
- ii. Tracks all activity for state-assisted units in project for entire reporting period
- iii. Illustrate “Vacancy” on a separate line for unit vacancies over 30 consecutive dates and include date unit became vacant in the move-in column
- iv. Please provide additional written explanation for all units vacant over 6 consecutive month

### c. Project Contact Sheet

- i. Indicate HOME/HTF/NSP Contract Number
- ii. Complete form in its entirety
- iii. Complete additional sheets for scattered sites

### d. Financial Statements

- i. All projects funded after August 15, 2014 are required to submit financial statements.

### e. Rent Increase

- i. All projects funded after August 15, 2014 are required to submit a formal request to increase rent. This can be done by submitting the HOME Rent Increase Request spreadsheet with your submittal of the Annual Compliance Report.

## 2. HOME, Housing Trust Fund or NSP Units in a Tax Credit Property

- a. Annual Report requirements for HOME, HTF or NSP units in a Tax Credit property are satisfied with the submittal of the Tax Credit Annual Report every March 15<sup>th</sup>