

# Best Practices for Submitting Annual Reports

## The Certificate of Continuing Project Compliance

1. Set-asides units (numeric section 2) + Common Area Units (question #3) + market-rate units (question #4) + vacancies (question #5) must equal total units (#1 in the shaded column).
2. Ensure that the Common Area Units are identified by the **Building Identification Number** *and* unit number in question #3.
3. Owner's signature must be an original. We recommend that Owner's sign in blue ink. If the signing authority has changed, provide Corporate Resolutions or a copy of the Minutes authorizing new person to sign.

## Table 1 (Part B) of the Certificate of Continuing Project Compliance

1. Use the latest version of Table 1 (Part B) available on the Commission's website. <https://www.wshfc.org/managers/formsindex.htm>
2. Report must be on legal paper (8 ½ x 14) in at least a **12 point** font.
3. List report by BIN (**B**uilding **I**dentification **N**umber) number, then list units in ascending order with the move-in dates for each household listed in **chronological** order. No blank lines between entries.
4. The report should include activity for each unit for the **entire** year. Households who have moved out in previous compliance years should not be listed.
5. Only indicate "Y" under the vacant column if the unit was vacant as of 12/31 of the reporting period. Do not put an "N" if the unit is not vacant.
6. If a unit is occupied at the beginning of the reporting period (January) and becomes vacant during the reporting period, there is no need to make an entry with just the vacancy dates; simply enter a move-out date followed with the move-in date of the new household on the next line. If the unit was not rented, enter "Y" under the Vacant Unit column.
7. If a unit was vacant for more than **three** months during the calendar year, provide a written explanation as to why the unit was vacant.
8. **Total the different low-income set-asides and special-needs set-asides on the bottom of each page.** The grand total must match the totals listed on page one of the *Certificate of Continuing Project Compliance* ("CCPC").
9. Submit an electronic copy according to the instructions. Then make two copies of the Part B spreadsheet. Send one to the Commission; keep the other for your records.
10. If pasting data from somewhere, do not clear or type over 140% column.
11. If you're using the Combined Funder report make sure no household size is listed for Common Area Unit or Units vacant during the entire reporting year. These cells

should not have spaces in them – you must use “clear contents” or Table 2 will give error message.

## Resident Packages

1. Submit packages in the order they were requested.
2. Assemble files in the order listed on the *Compliance Checklist*. The *Compliance Checklist* does not need to be sent; it is a tool to assist you when submitting the resident files.
3. Do not include a form if it does not pertain to the specific file and do not send copies of leases or the Lease Rider unless requested (e.g. the year an on-site inspection is scheduled).
4. **Show your calculations!** Remember to use the *greater* of the actual salary (as you calculate it) or the salary derived from year-to-date figure. The *Eligibility Certification* contains a section to assist in calculating income.
5. When a Household’s income exceeds 140% at the first recertification, include the initial move-in package and recertification package, even if the Unit was not requested.

## Miscellaneous

Include **current** utility allowances covering the **entire** reporting period. If no changes have been made since the previous year, indicate to whom you spoke, date, phone number, and state “no changes.” Remember to circle with a pen (not a hi-lighter) the amounts you used to determine the utility allowance.

The *Special-Needs Vacancy Report* needs to be completed anytime the property’s Special-Needs Set-Asides have not been met. This report should then be included with the annual compliance report. Proper documentation needs to be attached to this report ensuring that the required good-faith marketing effort for at least the 30-day period after the rent-ready date has been met. Consult the Tax Credit Compliance Procedures Manual for additional information. You may also need to include special reports if the property has Farmworker and/or Transitional/Homeless Commitments. Refer to the *Explanation of WSHFC Special-Needs Set-Asides/Commitments* located on the last page of instructions for completing Table 1 (Part B) or under the Tax Credit Compliance Reports’ page on our website.

An *Affirmative Marketing Report* is required on properties with WSHFC Bonds.

It is always nice to receive a brief cover letter, especially if there is something unusual, such as a household not recertified within the required 12 months.

If your organization has a policy to funnel all questions regarding compliance through one or two of your people, in no time that person will become your resident expert. This is just a suggestion and as always, we welcome questions from any and all.

Resident certification packages typically have fewer mistakes if a policy is in place to have “a second (and sometimes a third) set of eyes” look at the certification packages prior to final approval.