

2011 Matrix of Supplemental Annual Report Materials	Commerce State HTF	King County	City of Seattle	Snohomish County	City of Tacoma	WSHFC	City of Spokane
	E-Mail to: HTFAnnualReport@commerce.wa.gov Hardcopies of documents are not required.	E-Mail to: KCAPR@kingcounty.gov OR Mail to: 401 5th Ave Suite 510 Seattle, WA 98104	Email to: Joanne.Quinn@seattle.gov OR Mail to: PO Box 94725 Seattle, WA 98124	E-mail to: Lori.White@snoco.org OR Mail to: 3000 Rockefeller Ave. Mail Stop 305 Everett, WA 98201	Email to: mchisholm@cityoftacoma.org OR Mail to: 747 Market St. Room 1036 Tacoma, WA 98402	Letters are sent each December to all owners with property specific submittal instructions. See also: wshfc.org/managers/forms-tc.htm	E-mail to: ptrautman@spokanecity.org OR Mail to: 808 W Spokane Falls Blvd #650, Spokane, WA 99201
If there is an 'X' under a public funder's name for a specific item then it is required to be submitted on a yearly basis. If box is blacked out DO NOT send.							
Financial statement or audit per contract conditions (Submit only if not previously submitted for the year)	X	X	X	X	X		
Copy of CURRENT insurance certificate (Submit only if not previously submitted for the year)	X	X	X	X	X		X
Copy of reserve account(s) bank statements as of 12/31		X	X	X	X		
Marketing materials or statement explaining approach to affirmative marketing (Submit only if changes in the past year)		X	X	X	X		X
Copy of fair housing complaints and disposition (if any for the year)	X	X	X	X	X	X	X
Description of any neighborhood complaints and outcomes (if any for the year)			X	X	X		
Management plan change summary (Submit only if changes in the past year)	X	X	X	X	X		X
Capital Needs Assessment (Submit only if not previously submitted or if updated)	X	X	X	X	X		X
Summary of tenant service changes (Submit only if changes in the past year)	X	X	X	X	X		X

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Some of the following materials will be submitted annually, others only if a change has occurred. Check the Matrix carefully to see what each Funder requires and only send what each Funder asks for.

Financial statement or audit – This item should be submitted in accordance with the requirements for financial statement and/or audit submission in your contract for this project. Over the years, audit requirements have changed, but unless your contract has been amended to reflect those changes you should be abiding by the language in your contract with us.

Copy of current insurance certificate – This item should be submitted each year, if it is required by your contract.

Copy of reserve account(s) bank statements – If required by your Funder, this item should be as of 12/31 and must match with the reserve account balances as noted on Tables 4a and 4b.

Marketing materials or statement explaining approach to affirmative marketing – If your affirmative marketing plan has not changed from the previous year, and a copy was submitted previously, do not send again. Otherwise, send all new and/or revised marketing plans. Include copies of any marketing materials that occurred in the reporting year. This could include ads, flyers, notices, etc.

Copy of fair housing complaints and disposition – These items will be submitted for the year in which they occur and/or for previous year's disposition of an earlier complaint. Include any notes or comments you think are appropriate.

Description of any neighborhood complaints and outcomes – These items should be submitted for the reporting period in which they occur. Include notes and remarks as appropriate.

Management plans – Submit this item only if changes have been made from previous versions of the project's management plan. If a plan had not been submitted, submit it now.

Capital Needs Assessment – If you have a CNA, or a revision to a CNA previously submitted, send a copy for the project. If we have your most current CNA, do not send again.

Changes in services – If your project is required to provide services to your tenants and changes to those services have been implemented or are being planned, submit a copy of the changes.