



denver

1981 Blake Street
Denver, CO 80202
303.297.chfa (2432)
800.877.chfa (2432)

PO Box 60
Denver, CO 80201
800.659.2656 tdd
www.chfainfo.com

western slope

348 Main Street
Grand Junction, CO 81501
970.241.2341
800.877.8450

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.

Form containing CHFA contact information, submission details (Project Name, Type of Tax Credit, Submission Date: 6/9/2021), and instructions for the Qualified Allocation Plan (QAP) reporting process.

- 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.

The screenshot shows the 'Tasks' section of the chfa system. On the left is a navigation menu with options: Files, Posts, Tasks (highlighted), Calendar, Activity, WorkCenter Settings, and Links. Below the menu are buttons for 'Favorite this WorkCenter' and 'Email this WorkCenter'. The main area is titled 'Tasks' and includes filters for 'View: Task Group', 'Show Completed', and 'Hide Details', along with a '+ Create New Task' button. A 'Reminders' section is expanded, showing two items:

- Quarterly Report is due** (1 icon, 1 icon)  
Not Assigned - Development Team, Consultant  
No Approvers  
Due in a month on (Aug 15 2021 9:30 AM)  
Now  
Created 4 days ago on (Jul 09 2021) by Kaylen Lanser
- Quarterly Report is due in 10 days** (1 icon, 1 icon)  
Not Assigned - Development Team, Consultant  
No Approvers  
Due in 23 days on (Aug 05 2021 8:30 AM)  
Now  
Created 4 days ago on (Jul 09 2021) by Kaylen Lanser

Below the reminders is a 'No Group' section with a dropdown arrow and the text 'No Tasks Found'.

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