

INSTRUCTIONS FOR COMPLETING CITC PROJECT COMPLETION FORM

This form is to be completed by the Executive Director or an authorized representative

Part I – PROJECT INFORMATION

Application Number	Enter the CITC application number. This number is located on the notification letter sent to the contact for the Eligible Entity at the time of application approval.
Control Number	Enter the control number issued by the Department of Revenue. This number is located on the approval letter issued by the Department of Revenue to the financial institution.
Name of Organization	Enter the name of the Eligible Entity
Title, Name and Phone of Person completing the form	Enter the name and contact information of the person completing the form
Bank Name	Enter the name of the financial institution providing the CITC loan, investment, grant or contribution
Application Date	Enter the date the CITC application was signed by the financial institution
Project Completion Date	Enter the date the activity was completed.

Part II- PROJECT COST- DOLLAR AMOUNT OF LOAN, INVESTMENT, GRANT OR CONTRIBUTION

Check the box for the applicable loan type, investment or grant amount. Enter the amount in the corresponding space.

Part III – PROPERTY TYPE

Check the box for the applicable property type.

Part IV –TYPE OF ELIGIBILITY ACTIVITY

Enter the applicable eligible activity. If there is more than one activity, check each applicable box.

Preservation (Create or Preserve Affordable Housing):

Construction	New Construction – rental and/or homeownership
Conversion	Conversion of existing dwelling or building to multifamily or single family housing
Rehabilitation	Rehabilitation of existing property – rental and/or homeownership

Acquisition	Acquisition of housing unit, dwelling or land. List the address of each property acquired
Land	Land upon which a multifamily or single family affordable housing unit will be located
Financing	Loan refinancing. Describe how refinancing assisted in completing eligible activity

Activities that help obtain housing:

Down payment Assistance	Down payment assistance for homeownership as a grant or loan.
IDA for homeownership	Individual Development Account (IDA) for homeownership
Supportive Services	Services tied to housing including but not limited to elderly, developmentally, physically or mentally disabled, youth transitioning from foster care, homeless and other targeted groups
Deposits, utility and security	Deposits to assist in obtaining housing such as rental security deposits and utility deposits

Activities that build capacity:

Operational Support	Loans, grants or other activities supporting operations; how did the operational support help carry out eligible housing activities
Investment in technology	Purchase of computers, software or other technology directly related to executing the Eligible Housing Activity
Training	Training provided or received; how did the training help accomplish the Eligible Housing Activity
Technical Assistance	Describe technical assistance provided that was directly related to carrying out the Eligible Housing Activity.

Other Activities

Emergency Mortgage Assist.	Payments made to provide emergency mortgage assistance
Improvements to Accessibility	Improvements to existing dwellings for accessibility
Acts to prevent homelessness	Activities to prevent homelessness
Research	Research directly related to affordable housing

Part V – Household Characteristics

Complete the first line entering the address for the eligible activity. Enter the unit number and address for each unit in each building along with the corresponding income, verification method, and household size. The codes for area median income and occupancy code are listed below

Percent of Area Median Income

- 1 = 0-30%
- 2 = 31 – 50%
- 3 = 51 – 60%
- 4 = 61 – 80%

Occupancy

- 1 = Owner
- 2 = Tenant
- 3 = Vacant

Verification Method

- 1 = Check stubs
- 2 = employment verification letter
- 3= Benefit Award letter
- 4 = Other (must specify method on completion form)