

INSTRUCTIONS FOR COMPLETING CITC PROGRESS REPORT FORM

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

Part I – PROJECT INFORMATION

1. Agency Name Enter the name of the Eligibly Entity

2. CITC Application Date Enter the date the CITC application was signed by the financial institution

3. 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.

4. Bank Name Enter the name of the financial institution providing the CITC loan, investment, grant or contribution

5. 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.

6. Loan, Grant,
Contribution or
Investment amount
& Interest Rate Enter the amount of the loan, grant, contribution, or investment amount and the interest rate.

7. Has the loan closed Answer 'yes' or 'no' if the loan has closed. If the loan has closed, include a copy of the promissory note with the progress report.

8. Activity Enter the activity(s) performed under this application. The activity on the progress report should be the same activity(s) entered on the CITC application.

9. Property address of
activity Enter the address of the activity. If there is more than one address, enter each address separately. Attach a separate page if necessary.

10. Number of households
Expected to benefit
from the Activity Enter the total number of households expected to benefit from the activity.

11. What percentage of the activity has been completed Enter the percentage of the activity that has been completed.
12. Description of progress on activity Describe the progress each activity. Provide information detailing what has been accomplished thus far and the remaining work to be completed.
13. Expected timeframe For Completion Enter the expected date of project completion.
14. Is the project receiving funds from any other THDA program If the project is receiving any other funds in another THDA program enter the name of the program, program year and the amount on this line.
- Contact Person Enter the name of the contact person completing the form.
- Title Enter the title of the contact person completing the form.
- Date Enter the date the form was completed.
- Email address Email address of contact person completing the form.
- Phone number Telephone number of contact person completing the form.