California Tax Credit Allocation Committee

Project Status Report
Electronic Filing Form

Introduction

Welcome to the new electronic Project Status Report (PSR). In an effort to reduce the effort required to file PSRs, this electronic form allows easy entry of all required PSR information into a simple electronic file that can be e-mailed or sent on diskette to the CTCAC. This electronic form also reduces the time needed for CTCAC to review the PSR and determine project compliance with rent and income levels.

Overview

The electronic form is a spreadsheet template using Microsoft Excel. You must have Microsoft Excel in order to use the form. The form uses macros and security to guide the user through the data entry process. The template is designed to accept the data for a single project at a time. **When entering information for a project please remember to include the BIN# (building identification number) in the building number field for each unit.** When the spreadsheet files are finished, they can be copied onto a diskette, or e-mailed to the CTCAC.

Getting Started

The electronic form is actually a template for a spreadsheet. To start entering PSR information, use the Windows Explorer to locate the template named "PSR.xlt". Then double click on the file icon to start Excel and open the spreadsheet. **THIS PSR SPREADSHEET IS A TEMPLATE FILE; PLEASE DO NOT MODIFY THE ORIGINAL DOCUMENT IN ANY WAY BECAUSE THE DOCUMENT IS DESIGNED FOR A SPECIFIC PURPOSE. DO NOT CUT AND PASTE INFORMATION FROM OTHER DOCUMENTS AS IT WILL DISTORT THE ANALYSIS.**

Entering Data

When the spreadsheet opens from Explorer, it automatically opens with a new name. Using the TAB key and the mouse, enter the information requested by the form. The TAB key will automatically position the cursor in the next field. The form is designed to accept information for all buildings within a single project. Submit only one spreadsheet for the entire project. The form will accept up to 250 units for each project. If more units are required, save and close the current spreadsheet, and open a new one. **WHEN ENTERING THE BEDROOM SIZE, ONLY ENTER THE ACTUAL NUMBER OF BEDROOMS AND DO NOT INCLUDE THE BATHROOMS; FOR INSTANCE A TWO BEDROOM/TWO BATHROOM UNIT WOULD BE ENTERED USING ONLY THE NUMBER 2;THE BEDROOM FIELD WILL NOT RECOGNIZE TEXT IF ENTERED ANY OTHER WAY. WHEN ENTERING AN EFFICIENY UNIT, ENTER 0.5 FOR THE BEDROOM SIZE.**

Finishing a Project

After entering all the information for a project, save the spreadsheet with a meaningful name, and close the file.

Submission

When all the information for the project has been entered, the file, or files, must be sent to the CTCAC and a copy should be saved for the project records. The file or files can be sent via e-mail or copied onto a diskette and sent to CTCAC.

Questions

If you have any questions or difficulties using this electronic form, please contact us as soon as possible.

Detailed Data Entry Information

Date PSR Prepared: Enter the date the PSR is being created. If the entry of PSR extends over more than one day, the date should be the date the PSR was started. The date should be in a standard date format. Be sure to include the full four digit year, not just the last two digits.

TCAC Number: Enter the number assigned by the CTCAC to this project. It's format is YYYY-NNN, where YYYY represents the four digits of the year and the NNN represents the sequence number.

Project Name: Enter the name of the project

Management Company: Enter the name of the company that is managing the project and the company that will be contacted for any questions regarding the PSR.

Contact: Enter the name of the person to contact for any questions regarding the PSR.

Phone Number: Enter the phone number of the contact person.

County: Enter the county in which the project is located.

Are Tenants Paying Utilities? Answer "no" if the utilities are not being paid by the tenants. Otherwise, answer "yes"

Building Number: Enter the building identification number for this row of information.

Unit Number: Enter the unit number for this row of information.

# of Bedrooms: Enter the number of bedrooms in this unit, **such as (2) for a 2 bedroom unit**.

Number in Household: Enter the current number of people in this household living in this unit.

Tenant Paid Rent: Enter the amount of rent that is charged to the tenant each month (excluding any rental assistance).

Utility Allowance: Enter the amount of utility charges that are not charged to the tenant each month.

Gross Rent: Enter the gross amount of rent charged to the tenant each month. The tenant paid rent plus the utility allowance (fore each unit size) gives you the gross rent.

Tenant Name: Enter the first and last name of the tenant.

Number in Household: Enter the number of people in the household when the current tenant originally moved in.

Move In Date: Enter the date the current tenant originally moved into this unit, **such as 5/10/00**.

Move In Annual Income: Enter the annual income of the current tenant when they originally moved into this unit. **Provide information for tenants that currently reside at the site.**