**Date: January 22, 2024**

**To: CDLAC Applicant and Project Sponsors that have been awarded bond**

**allocations.**

**From: Emily Burgos, Section Chief**

**Re: Compliance Monitoring Requirements for 2023 Reporting Year**

This is to notify Applicants and Project Sponsors of annual compliance reporting for the 2023 reporting period shall be completed no later than March 1st, 2024.

Pursuant to CDLAC Regulations (§ 5144, § 5145 and § 5146) the Certification of Compliance I or Certification of Compliance II is to be submitted by the Project Sponsor to the Applicant by the Applicant's specified deadline, but no later than March 1st annually until the project's Certificate of Completion has been submitted by the Project Sponsor to the Applicant. An Annual Applicant Public Benefits and On-going Compliance Self-Certification must be submitted by the Applicant to CDLAC online every year until the Certificate of Completion document has been submitted by the Project Sponsor to the Applicant. Following the submission of the Certificate of Completion to the Applicant, the Certification of Compliance II is to be submitted by the Project Sponsor to the Applicant no later than March 1st, and no later than March 1st every three years thereafter pursuant to Section 5144 of the CDLAC Regulations. Verification of income and rental information is not required in advance of the submission of the Certificate of Completion. Failure to submit compliance reports may result in disqualification from future program participation.

**Project Sponsor** **shall complete and submit to the Applicant for the reporting year:**

* CDLAC Certification of Compliance Forms I (for projects that received an Allocation prior to December 31, 2016)
  + - [Certificate of Compliance I (QRRP and Non-QRRP) Fillable](https://www.treasurer.ca.gov/cdlac/forms/certificate-of-compliance-I.pdf)
* CDLAC Certification of Compliance Forms II (for projects that received an Allocation after December 31, 2016)
  + - [Certification of Compliance II (QRRP) Fillable](https://www.treasurer.ca.gov/cdlac/procedures/rulemaking/2018/cert-compl-ii-qrrp.pdf)
    - [Certification of Compliance II (Non-QRRP) Fillable](https://www.treasurer.ca.gov/cdlac/procedures/rulemaking/2018/cert-compli-ii-non-qrrp.pdf)
* CDLAC Completion Certification (for projects scheduled for construction completion during reporting year)
  + - [Certificate of Completion QRRP Fillable](https://www.treasurer.ca.gov/cdlac/forms/certificate-of-completion-qrrp.pdf)
    - [Certificate of Completion Non-QRRP Fillable](https://www.treasurer.ca.gov/cdlac/forms/certificate-of-completion-nqrrp.pdf)
* CTCAC Project Status Report (PSR) or equivalent documentation (for QRRP projects that received an Allocation after December 31, 2016)
  + - [PSR Form](https://www.treasurer.ca.gov/ctcac/compliance/psrform.xls)
      * [PSR Instructions](https://www.treasurer.ca.gov/ctcac/compliance/psr/psr-instructions.pdf)

**The Applicant shall complete and submit for the reporting year:**

* Annual Applicant Public Benefits and On-going Compliance Self Certification, via the CDLAC Online Compliance Certification System ([Issuer Self Certification of Compliance System](https://cdlaconline.treasurer.ca.gov/)).
  + - [Applicant Compliance Self-Certification Fillable](https://www.treasurer.ca.gov/cdlac/forms/applicant-public-benefits-compliance-self-cert.pdf)

The list of the projects which are required to submit Annual Applicant Public Benefits and On-going Compliance Self Certification for Year 2023 are available on the CDLAC website here: [CDLAC Compliance](https://www.treasurer.ca.gov/cdlac/compliance.asp)

Please contact CDLAC staff if you have any questions or concerns by sending an email to [CDLAC@treasurer.ca.gov](mailto:CDLAC@treasurer.ca.gov) with a subject line of "CDLAC Certifications of Compliance".