



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

Project Status Report (v5.3) Electronic Filing Form

Introduction

If the project is an Average Income Test (AIT) project, DO NOT use this form. Select the AIT PSR form. This electronic form allows easy entry of all required PSR information into a simple electronic file that can be e-mailed to CTCAC. The electronic form also reduces the time needed for CTCAC to review the PSR and determine project compliance with rent and income levels. The latest version of the PSR is available online at:

<https://www.treasurer.ca.gov/ctcac/compliance/psrform.xls>

Overview

The electronic form is a spreadsheet template using Microsoft Excel. You must have Microsoft Excel to use the form. 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 Building Identification Number (BIN) in the building number field for each unit.

Getting Started

To start entering information, download the latest version of the PSR from the above website or open a previously downloaded PSR. ***Please confirm that the PSR is the latest version. Previous versions may not be compatible with the current CTCAC database.***

**! THIS PSR IS A TEMPLATE FILE DESIGNED FOR A SPECIFIC PURPOSE.
PLEASE DO NOT MODIFY THE ORIGINAL DOCUMENT IN ANY WAY.**

Entering Data

Using the TAB key and the mouse, enter the information requested by the form. (Shaded cells cannot be altered.) 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 1000 units for each project.

Finishing a Project

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

Submission

When all the information for the project has been entered, the file, or files, must be sent to CTCAC and a copy should be saved for the project records. The file or files must be sent via email to CTCAC.

SAMPLE PROJECT STATUS REPORT

Detailed Data Entry Information

(Refer to figure 1 on page 2)

1	Date PSR Prepared:	Enter the Date this PSR is completed. If it is completed over multiple days, enter the last day of its completion. The date should be in a standard date format.
2	TCAC Number:	Enter the number assigned by CTCAC to this project. Enter the CTCAC Project number for the property in the following format: "YYYY-NNN" A "YY-NNN" format is incorrect The "CA-" prefix is not necessary as Excel adds it automatically
3	Project Name:	Enter the name of the project.
4	Management Company:	Enter the name of the company that is managing the project and the company that will be contacted with any questions regarding the PSR.
5	Contact:	Enter the name of the person to contact with any questions regarding the PSR.
6	Phone Number:	Enter the phone number of the contact person.
7	County:	Enter the county where the project is located.
8	Are Tenants Paying Utilities?	Select "Yes" or "No" from the dropdown box.
9	Building Number:	Enter the Building Identification Number (BIN) for this row of information. Show BIN's for ALL Low-Income units INCLUDING vacant and exempt units. BIN's as shown on the IRS form 8609's for the property are preferred.
10	Unit Number:	Enter the Unit Number for this row of information. Show numbers for ALL Low-Income units INCLUDING VACANT AND EXEMPT UNITS. ALL LOW-INCOME CTCAC UNITS for the property must be accounted for on this PSR. DO NOT INCLUDE MARKET RATE UNITS.
11	# of Bedrooms:	Enter the number of bedrooms in this unit. Show bedroom sizes for ALL units INCLUDING VACANT AND EXEMPT UNITS. Use the dropdown box to select the Number of Bedrooms. DO NOT include the number of bathrooms. Select 0.5 for SRO or 1, 2, 3, 4, 5 for the number of bedrooms.
12	Number in Household (Current):	Enter the current number of people in this household living in this unit. A positive whole number must be entered. If the unit is VACANT or EXEMPT, leave this cell blank. DO NOT ENTER A ZERO.
13	Tenant Paid Rent:	Enter the amount of rent that is charged to the tenant each month (excluding any rental assistance). If the unit is VACANT or EXEMPT, leave this cell blank. DO NOT ENTER A ZERO. Only enter what the tenant pays out of pocket for rent. DO NOT include: Fees (such as parking, etc.); Subsidies or other payments by housing programs (Section 8, etc.).
14	Utility Allowance:	Enter the current Utility Allowance for the property. If the unit is VACANT or EXEMPT, leave this cell blank. If the property owner pays all the utilities, enter a zero.
15	Gross Rent:	This field is automatically calculated. No input is necessary.
16	Tenant Grandfathered:	Select "Yes" or "No" from the dropdown box, as to whether the tenant was grandfathered into the unit from a previous tax credit allocation (Resyndication).
17	Tenant Name:	Enter the name of the Head of Household. If the unit is Vacant, enter " VACANT " exactly as shown. If the unit is an Employee unit or Exempt, enter " EXEMPT " exactly as shown.

18	Number in Household (Move-In):	<p>Enter the number of people in the household when the current household originally moved in.</p> <p>If the unit is VACANT or EXEMPT, leave this cell blank. DO NOT ENTER A ZERO.</p>
19	Move-In / Vacancy Date:	<p>IF THE UNIT IS OCCUPIED: Enter the date the income-eligible household first occupied the unit. For acquisition/rehab projects enter the date the household became Tax Credit eligible.</p> <p>IF THE UNIT IS VACANT: If the unit is VACANT, enter the start date of the vacancy (the date the last household moved out).</p> <p>IF THE UNIT IS EXEMPT: If the unit is EXEMPT, leave this cell blank. DO NOT ENTER A ZERO.</p>
20	Move In Annual Income:	<p>Enter the annual income of the household when they originally moved into this unit.</p> <p>If the unit is VACANT or EXEMPT, leave this cell blank. DO NOT ENTER A ZERO.</p> <p>Enter the income used to calculate the household's eligibility at move-in.</p> <p>For acquisition/rehab projects enter the income for the date the household became tax credit eligible.</p>
21	Current Annual Income:	<p>Enter the income from the most current recertification.</p> <p>If the unit is VACANT or EXEMPT, leave this cell blank. DO NOT ENTER A ZERO.</p> <p>If this is a new household with no annual recertification, enter the move-in income.</p>