



January 13, 2020

All Housing Trust Fund Developments

RE: 2019 HTF Annual Report Notification Letter

Dear Owner/Agents,

The 2019 Housing Trust Fund Annual Compliance Report and fee is due **May 15, 2020**.

Owners must complete the annual report process for each grant agreement within their portfolio. The annual report will cover the period of January 1 through December 31, 2019. Forms needed to complete the 2019 Housing Trust Fund Annual Report are available at [www.kshousingcorp.org](http://www.kshousingcorp.org). From the home page of the website, click "Resources" at the top of the page, then click "Forms". From there, click the white arrow next to Housing Trust Fund (HTF) Compliance. Next, click the white arrow next to HTF Annual Report.

In addition to this letter, the annual HTF Compliance Fee Invoice has been uploaded to the Procorem work center. A task has been set with a due date of **May 15, 2020**. Once all Annual Report submission requirements are complete, please mark the task as "**finished**". **When the task assigned to the Owner/Agent is marked finished, a task assigned to KHRC staff to "Review HTF Annual Report" will start.** This is part of the task flow that has been created in the work center. Disregard tasks where you are not listed as an "assignee".

The annual report documents are to be scanned and submitted as ONE pdf, with the exception of the 2019 Financials and 2020 Budget (if applicable). The checklist should be the first page of the scanned pdf document. The pdf must be uploaded to the following folder: **Compliance > Annual Report > 2019 HTF Annual Report**. The pdf must be named: **Property Name Procorem Number Upload Date 2019 HTF Annual Report Documentation**.

For grants with ten (10) or more HTF units and no LIHTC funds, the financial and budget Excel templates (provided on KHRC's website) must be uploaded to the following folder: **Financial Data > Annual Financials > 2019 Annual Report Financials and Budget**.

Extension requests will only be approved for an additional 60 days (July 15, 2020). If an extension is needed, please upload State Form #7 to the following folder: **Compliance > Annual Report > 2019 HTF Annual Report**. The document must be named: **Property Name Procorem Number Upload Date 2019 HTF Annual Report Extension Request**.

All questions regarding the 2019 HTF Annual Report should be directed to Andrea Cox via post in the Procorem work center. Thank you for your partnership, cooperation, and for providing affordable housing.

Sincerely,



Katie Whitehead  
Director  
Housing Compliance

