

2024 Housing Trust Fund (HTF) Annual Report Checklist

Property Name:	Procorem #:	Grant #:
Contact Name:	Phone #:	

HTF Annual Reports are due May 15, 2025. Extensions up to 30 days may be requested using State Form #7.

HTF Compliance Fees: Please submit payment to KHRC, Attn: Housing Compliance, 611 S Kansas Ave. Suite 300, Topeka, KS 66603 by May 15, 2025.

Tenant Data/Housing Trust Fund Unit Tracking: The Housing Trust Fund Unit Tracking Sheet must be submitted with the HTF Annual Report. This is an Excel template found on KHRC's website along with the other HTF Annual Report forms. The information provided on the spreadsheet should strictly be for the units designated as HTF units at any one point during the calendar year being reviewed.

The items on the checklist must be included in the pdf in the order listed. Please upload to the Procorem work center to the following folder: Compliance > Annual Report > 2024 HTF Annual Report.

Item #	Annual Report Item Description	Owner/Agent Initials
1	Owner's Compliance Verification: Complete and provide the Owner's Compliance Verification. Ensure the form is completely filled in. The original or electronic signature of the Owner or Owner's Representative is required.	
2	Utility Allowance: Provide proof of the 2024 utility allowance. The effective date (MM/DD/YY) must be included. Utility allowance documentation may also need provided at the time the Rent Review Spreadsheet is submitted (#3 below), if a new UA is in effect at the time the Rent Review is due.	
3	Rent Information: The HTF rent review spreadsheet (on KHRC's website) <i>will be</i> due within 30 days of the effective date of the newly published HTF rent and income limits. *Nothing to be submitted with Annual Report.	
4	Fair Housing Tracking Sheet: Provide the Fair Housing Tracking Sheet identifying activities and actions taken during 2024 and planned for 2025. Please identify which impediment(s) to Fair Housing your activities address.	
5	Local Habitability/Housing Codes: HTF projects are required to comply with the State and local code, ordinances and zoning requirements in the absence of the International Building Code. Provide KHRC with the name, email address and phone number of the county or city building inspectors. If you do not have building inspectors, please verify what standard is used and what city or county ordinance addresses the requirements.	

Affirmative Fair Housing Marketing Plan (AFHMP): Provide a copy of your current Affirmative Fair Housing Marketing Plan for grant #s with five (5) or more units. Owners may not (unless the grants are in the same general location and have similar targeting and preferences), use the same AFHMP for each grant. AFHMPs must be updated every five (5) years. **Please ensure all applicable worksheets are uploaded with the plan.** Please upload this plan separately in the Plans & Procedures Folder in Procorem.

Plans and Procedures: In addition to the AFHMP, please upload a current copy of the **Management Plan, Maintenance Plan, Grievance Procedure and Tenant Selection Criteria** to the Plans & Procedures folder. If copies of these plans already exists in the folder, a second copy is not needed unless significant changes to the plan(s) has been made or the plan(s) is more than five (5) years old. Each plan should be uploaded separately.

Budget and Financials: For grants with ten (10) or more **HTF** units, please upload the 2024 Financials and 2025 Budget using the Excel templates provided on KHRC's website. The financials and budget Excel templates must be uploaded to the following folder: **Financial Data > Annual Financials > 2024 Annual Report Financials and Budget**. Please note the financials template is two separate worksheets. If you submitted a Budget and Financial statement for this project for the **Tax Credit Annual Report**, please disregard.

By signing below, the owner/agent is certifying all Annual Report requirements are complete. All necessary documents have been uploaded to the work center as requested and the task has been marked "finished". Again, all forms and templates can be found at www.kshousingcorp.org.

Signature of Owner/Agent

Date