

Chatham County Housing Trust Fund

Awardee Reporting Information



This document contains an overview of reporting requirements for awardees from the 2024-2025 Housing Trust Fund. Specific reporting requirements will depend on the type of project approved and must be identified and approved in the awardee agreement prior to the disbursement of funds.

Prospective applicants for the 2024-2025 Housing Trust Fund award cycle should use only information published on the [Chatham County Housing Trust Fund webpage](#). Documents for prior award cycles are no longer valid.

Any questions related to the Housing Trust Fund should be directed to Chatham County Housing and Community Development Officer Jamie Andrews (jamie.andrews@chathamcountync.gov).

Reporting Overview

Reporting is intended to provide comprehensive and routine communication between the county and awardees. Reports are due semiannually, two calendar months after the last day of quarters 2 and 4, until the project is completed. A comprehensive report is due two calendar months after the award period concludes. Report due dates are reflected in the Policies and Guidelines document. Awardees will be invited to provide brief presentations on their progress and the impacts of their project at AHAC meetings beginning in July 2026, though earlier presentations are welcome.

Significant failure to meet reporting requirements agreed upon in the awardee agreement may result in the recapturing of funds, termination of an award, or ineligibility for future funding awards.

Report Information

This section provides an overview of different potential reporting information for applicant consideration and awareness. HTF awardees will be expected as part of their reporting requirements to provide project update(s) to both staff and members of the Chatham County Affordable Housing Advisory Committee.

The non-exhaustive lists of reporting topics below may be included in awardee reporting, though additional or alternative information may supplement or replace any or all of the following as appropriate. The county reserves the right to unilaterally alter reporting requirements prior to the approval of awardee agreements, or with an addendum to awardee agreements if deemed appropriate and necessary and agreed upon by both parties. Should an awardee be approved for an extension of their application period, reports will continue to be due at the same semiannual intervals, with an End of Project Comprehensive Report due following the end of the extension period.

Semiannual Reporting Information

These questions are intended to apply to all applicants, in this or a similar form. These provide general status updates on the progress of each awarded project and inform future decisions. Semiannual report length should total not more than 1500 words.

- Funding management
 - How much of your HTF award have you expended? How much funding from other sources (if applicable) have you expended?
 - How have you spent HTF funds? How does this advance affordable housing development?
- Progress
 - Please provide a narrative description of your progress since the beginning of the award period. This can include brief information provided in a prior report, but please prioritize and clearly denote any progress made since the last report.

- Preservation projects: please include the quantity of units where you have provided preservation services, a brief description of the kinds of services offered, and a description of households served.
 - Has your timeline significantly changed? In what way?
 - Has your conception or expectations of your project changed? What would be good for us as the county to know?
- Relationship and project management
 - Has your primary point of contact changed, or do you anticipate an imminent change? Please provide any necessary updates or alternative contacts.

End of Project Comprehensive Report

All projects will need to provide comprehensive reporting following the expenditure of all HTF money. This report includes the information identified for the relevant project type (under either the “Preservation Projects” or the “Construction, Reconstruction, or Acquisition” and reflective information indicated below. These are intended to be a more complete review of a finished project. Recommended word counts are included with each section.

- Funding management (300-700 words)
 - How did you spend HTF funds? This should include relevant receipts and other documentation of fund use. If you spent funds for purposes not identified in your HTF application, please explain.
 - How much funding from other sources (if applicable) did you expend? How did access to HTF funds impact your ability to effectively solicit or use other funds?
 - How does this advance affordable housing development?
 - In what ways did you attempt to advance efficiency or cost-effectiveness?
- Impact of Project
 - Provide a narrative description of the impacts of your project. This should include a description of the type of work done with HTF money and how your project impacted the affordable housing supply in Chatham County. If applicable, please also include narrative description of individuals or households impacted by your project and, with client consent, before and after photos of your project.
 - What major project goals did you fulfill?
 - What major issues or impediments did you encounter? How did you deal with those issues?
- Relationship and project management
 - If your project will include future reporting, please identify contingency contacts to remain in touch with your organization.
 - What relationships have been impactful in your work? With the county? With other organizations? Others?
 - How has the county supported your efforts? Hindered your efforts? What new support can we offer in the future to support the success of your project, or what practices could we change to reduce barriers to success?

- Are there things you believe could improve this reporting structure or your relationship with the county? Are there parts of this report that you feel are unnecessary or would like to see omitted?
- Would you consider applying for HTF funds again? Why or why not?
- Category-specific questions, answer those which apply to your project type.
 - Preservation projects
 - Provide the number of homes that received preservation services. How many units were impacted by your project? What general kinds of services did you provide?
 - Where did you provide preservation services? Please indicate the number of dwellings per ZIP code.
 - Who owns the homes your services have impacted? Please provide general demographic data of residents as available, especially including special populations (55+, disabled, veterans, race/POC, female headed households)
 - Acquisition projects
 - For projects that include acquisition of land for affordable housing, awardees should provide all transaction receipts, records of acquisition, deed information, relevant maps, and any other related documents. Awardees should also provide information on next steps for housing development.
 - Development projects
 - How many units were created through your project? In what ways did outcomes align with or differ from information provided in your application?

Ongoing Reporting for Construction and Reconstruction Projects

These questions are intended to apply to awardees working on development efforts, in this or a similar form.

Awardees focused on development may be required to provide additional information in the longer term to ensure ongoing affordability.

- For projects focused on construction of rental units, awardees may be required to submit an annual affordability report to the County, which could include a complete rent roll and income and household size of income-qualified tenants.
- For projects intended to produce units for sale to LMI households, awardees may be required to submit information on housing management and on purchasers of constructed units, including household incomes and special population information (such as sales to individuals 55+, individuals with disabilities, individuals who are or were formerly experiencing homelessness, and veterans)
 - Long-term oversight efforts included as part of the sale.
 - Average home prices

- For projects using the Low-Income Housing Tax Credit (LIHTC) or similar tax credits, following the first year 100% Qualified Occupancy, awardees shall provide relevant documentation annually, including:
 - The State Agency Tax Credit Compliance Report (or equivalent)
- A report containing (i) a balance sheet; (ii) a profit and loss statement with variances (the operational report in line-item format detailing all income, including an accounting of all vacancies and concessions for the period, and expenditures for the period as compared to budgeted amounts); (iii) a cash flow statement; (iv) reconciled reserve bank statements (a copy of reconciled bank statements stating the account balances for all Company reserve accounts); (v) an occupancy report (a report detailing the unit numbers and corresponding tenant names and vacancies and an indication of whether the unit is eligible); and (vi) aged tenant accounts receivable (an aged past due listing of tenants with outstanding rent charges or late fees). Staff will work with the borrower for formal deadlines and any reporting extensions or amendments needed.