

# CTM SYSTEM

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RCA Fact Sheet Presentation

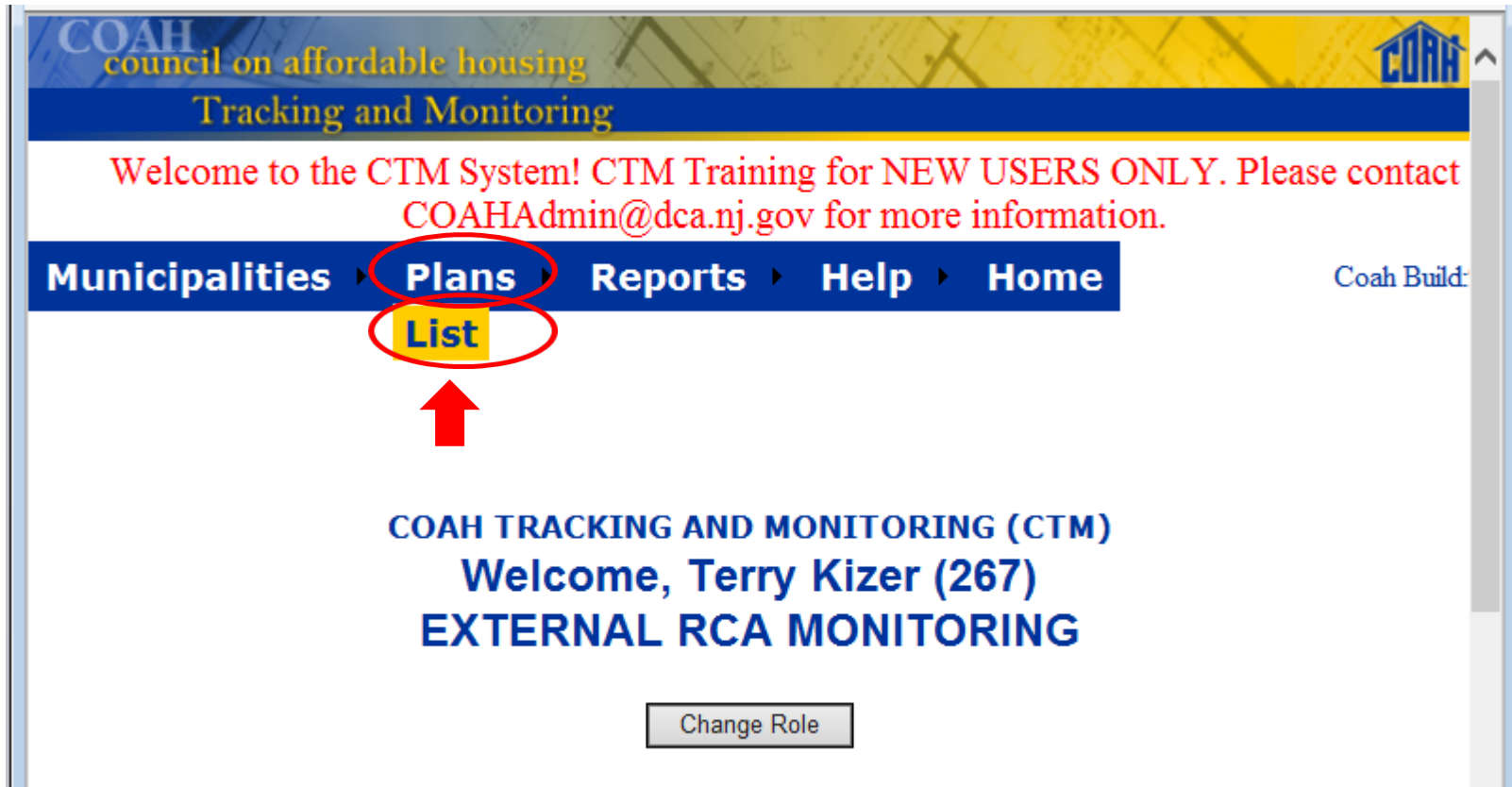


# Regional Contribution Agreement (RCA)

- Any municipality who participates in an RCA with another municipality will have data stored within the RCA / Partner section of the CTM System.
- There are two main lists in the RCA / Partner section : Sending List and Receiving List.
- This Fact Sheets Presentation deals with the Receiving List.
- More specifically, this presentation is dedicated to the Banking Information and Projects/Units to be recorded within the CTM System for RCAs.

# Accessing RCA / Partner Section

- Start from the CTM Home Page, place your mouse over Plans and click on List.



The screenshot displays the COAH (Council on Affordable Housing) Tracking and Monitoring (CTM) system interface. At the top, the COAH logo and the text "council on affordable housing" are visible. Below this, the text "Tracking and Monitoring" is displayed. A red message reads: "Welcome to the CTM System! CTM Training for NEW USERS ONLY. Please contact COAHAdmin@dca.nj.gov for more information." The main navigation menu is a dark blue bar with white text, containing "Municipalities", "Plans", "Reports", "Help", and "Home". The "Plans" menu item is highlighted with a red oval, and a red arrow points to the "List" option, which is also highlighted with a red oval. To the right of the navigation bar, the text "Coah Build:" is visible. Below the navigation bar, the text "COAH TRACKING AND MONITORING (CTM)" is displayed, followed by "Welcome, Terry Kizer (267)" and "EXTERNAL RCA MONITORING". At the bottom center, there is a button labeled "Change Role".

# Select your Municipality

COAH  
council on affordable housing  
Tracking and Monitoring

Welcome to the CTM System! CTM Training for NEW USERS ONLY. Please contact COAHAdmin@dca.nj. information.

Municipalities › Plans › Mail › Reports › Maintenance › Administration › Help ›

Search Municipality  Search

Plan List

<<< 1 2 3 4 5 6 7 8 9 10 >>>  
Items 1 - 25 of 567.

	Municipality	Current Round	Initial Filing Date	Plan Review Status	Assigned User	Team Lead
Edit	ABERDEEN TWP-MONMOUTH COUNTY	3.1-1st Re-petition	12-30-2008	Pending	Maria Connolly	Joanne Wiggins
Edit	ABSECON CITY-ATLANTIC COUNTY	0.0-No Plan		None	Tom Stanuikynas	Joanne Wiggins
Edit	ALEXANDRIA TWP-HUNTERDON COUNTY	3.1-Petition	06-08-2010	Under Review	Maria Connolly	Joanne Wiggins
Edit	ALLAMUCHY TWP-WARREN COUNTY	3.1-Petition	12-30-2010	Past Due	Sean Thompson	Joanne Wiggins
Edit	ALLEDALE BORO-BERGEN COUNTY	3.1-Amendment	12-31-2008	Compliance Rpt Issued	Keith Henderson	Joanne Wiggins
Edit	ALLENHURST BORO-MONMOUTH COUNTY	0.0-No Plan		None	Maria Connolly	Joanne Wiggins
Edit	ALLENTOWN BORO-MONMOUTH COUNTY	3.1-Filed	12-29-2008	Expired	Maria Connolly	Joanne Wiggins
	LOWAY TWP-SALEM COUNTY	3.1-Petition		RRAI Issued	Tom Stanuikynas	Joanne Wiggins
	ALPHA BORO-WARREN COUNTY	3.1-Petition	06-10-2010	Public Notice Due	Sean Thompson	Joanne Wiggins
	ALPHA BORO-BERGEN COUNTY	3.1-Petition	06-08-2008	Public Notice Due	Tom Stanuikynas	Joanne Wiggins

100%

1. If your Municipality appears in the list, click the Edit button next to your Municipality's name.

If your Municipality's name does not appear:

2. Type your Municipality's name in the Search box;
3. Click the Search button; and
4. Then click the Edit button next to your Municipality's name.

- Your Municipality's Plan Header screen.

Plan Projects **RCA/Partner** Service List Trust Fund

**Plan Header**

County: [dropdown]

Municipality: [dropdown]

Plan Review Status: RCA Monitoring [dropdown]

Assigned User: Ramond Joseph [dropdown]

Team Lead: Joanne Wiggins [dropdown]

Plan Versions: Round: 3.0 Version: Petition Status: Expired - Monitoring

Cancel Muni Info

1. Click the RCA / Partner tab.
2. Select Receiving List.

3. Select the RCA you need and click on the Banks button.

Plan Projects RCA/Partner Service List Trust Fund

RCA/Partnership  Sending List  Receiving List

[dropdown] CITY, [dropdown] County - Muni Code: [dropdown]

Round: 3.0, Version: Petition, Status: Expired - Monitoring

<<< 1 >>>

Items 1 - 4 of 4.

	Sending Municipality	Round	Name	Prior Round Proposed Total	Growth Share Proposed Total	Service List	Banks	Expenses
Edit	[dropdown] BORO-[dropdown] COUNTY	3.1-Minor Technical Revision	[dropdown] / [dropdown] RCA	9		Contacts	Banks	Expenses
Edit	[dropdown] BORO-[dropdown] COUNTY	3.1-Petition	[dropdown] / [dropdown] RCA	1	18	Contacts	Banks	Expenses

# RCA Bank List

- From the RCA Bank List:

- You can “Add” a New Bank:
  - Click the Add button.
  - Fill in all pertinent information; **OR**
- You can “Edit” the Existing Bank:
  - Click the Edit button.
  - Fill in all pertinent information.

3. Note: The “Return” button will always take you back to the previous screen.

The screenshot shows the 'RCA Bank List' interface. At the top, there are navigation tabs: Plan, Projects, RCA/Partner, Document Search, Service List, and Trust Fund. Below the tabs, the title 'RCA Bank List' is displayed. There are two input sections for bank details. The first section includes fields for Municipality (CITY), County - Muni Code, and Round (3.0, Version: Petition, Status: Expired - Monitoring). The second section includes fields for Sending Municipality (BORO), County - Muni Code, and Round (3.1, Status: Minor Technical Revision). An 'Add' button is located to the right of the first input section. Below the input sections, there is a table with one item. The table has columns for Bank Name, Account No, Total Income, Total Expenses, and Balance. The item is 'Bank' with a Total Income of 225,000.00, Total Expenses of 225,000.00, and Balance of 0.00. An 'Edit' button is located to the left of the table. Below the table, there is a 'Return' button. Red arrows point to the 'Add', 'Edit', and 'Return' buttons.

Plan | Projects | RCA/Partner | Document Search | Service List | Trust Fund

**RCA Bank List** Add

Municipality: [ ] CITY, [ ] County - Muni Code: [ ]  
Round: 3.0, Version: Petition, Status: Expired - Monitoring

Sending Municipality: [ ] BORO, [ ] County - Muni Code: [ ]  
Round: 3.1, Status: Minor Technical Revision

1  
Items 1 - 1 of 1.

	Bank Name	Account No	Total Income	Total Expenses	Balance
<span>Edit</span>	[ ] Bank	[ ]	225,000.00	225,000.00	0.00
		<b>Total:</b>	<b>225,000.00</b>	<b>225,000.00</b>	<b>0.00</b>

1  
Items 1 - 1 of 1.

Return

# RCA Bank – Add a “New” Bank

- Fill in the Bank’s Name and the Account Number
- Add in any New Transactions
- Fill in the Bank Statement Information
- Add in a comment (e.g., R10/28/14; new bank, new acct)

RCA Bank							
Municipality:	<input type="text"/> CITY, <input type="text"/> County - Muni Code: <input type="text"/> <small>Round: 3.0, Version: Petition, Status: Expired - Monitoring</small>						
Sending Municipality:	<input type="text"/> BORO, <input type="text"/> County - Muni Code: <input type="text"/> <small>Round: 3.1, Status: Minor Technical Revision</small>						
Bank Name:	<input type="text"/> *						
Bank A/C:	<input type="text"/>						
RCA Funds Committed:	225,000.00						
Transactions:	<p>Any field marked with an “*” is a required field. Since the CTM inception, many other fields are now required fields: Bank A/C field is now a required field.</p> <table><tr><td>Total Income:</td><td>0</td></tr><tr><td>Total Expenses:</td><td>0</td></tr><tr><td>Balance:</td><td>0</td></tr></table>	Total Income:	0	Total Expenses:	0	Balance:	0
Total Income:	0						
Total Expenses:	0						
Balance:	0						
Bank Statement Information							
From Date:	<input type="text"/>						
To date:	<input type="text"/>						
Bank Balance:	<input type="text"/>						
Comments:	<input type="text"/>						
Income:							
Expenses:							

**Note:** All important fields, reports are derived from these data fields.

# RCA Bank – Edit an “Existing” Bank

- Update and/or add any missing information for ALL required fields.
- Add in ALL New Transactions (individually)!
- Edit Existing Transactions.

Save
Save & Exit
Cancel
RCA Expenses

**RCA Bank**

Municipality: [ ] CITY, [ ] County - Muni Code: [ ]  
Round: 3.0, Version: Petition, Status: Expired - Monitoring

Sending Municipality: [ ] BORO, [ ] County - Muni Code: [ ] Round: 3.1, Status: Minor Technical Revision

Bank Name: [ ] Bank \*

Bank A/C: [ ]

RCA Funds Committed: 225,000.00

**Starting 2014 Monitoring Year, any transaction grouped together will automatically result in Muni receiving an “Unsatisfactory” status for the monitoring year.**

Add New Transaction

	Date	Type	Projects	Description	Amount
Edit	08-19-2005	Transfer In		start - 8/19/05	225,000.00
Edit	08-19-2005	Hard Cost	[ ] RCA / [ ] Street	start - 8/19/05	.00
Edit	08-19-2005	Admin Expenses		start - 8/19/05	.00
Edit	08-19-2005	Interest Earned		start - 8/19/05	.00
Edit	03-29-2010	Misc Trans (expense)	<b>Not Allowed!</b>	all transactions - 8/19/05 - 2/28/10	223,615.52
Edit	09-01-2011	Misc Trans (expense)		[ ] YMCA Project	1,384.08
Edit	07-30-2013	Misc Trans (expense)	[ ] RCA / [ ] Street		.40

**Projects and Description are required fields.**

Total Income: 225,000.00

Total Expenses: 225,000.00

Balance: 0.00

**Note:** All important fields, reports are derived from these data fields.



# RCA Bank – Edit an “Existing” Bank Cont’d

- Fill in the Last Bank Statement Information.
- Always add a comment (e.g., R10/25/13).
- Transaction entries you entered are grouped by Income and Expenses.

**Bank Statement Information**

From Date: 8/1/2013

To date: 8/31/2013

Bank Balance: 0

Comments:

Income:	08-19-2005	Transfer In	225,000.00
	08-19-2005	Interest Earned	.00
Expenses:	08-19-2005	Hard Cost	.00
	08-19-2005	Admin Expenses	.00
	03-29-2010	Misc Trans (expense)	223,615.52
	09-01-2011	Misc Trans (expense)	1,384.08
	07-30-2013	Misc Trans (expense)	.40

Save Save & Exit Cancel RCA Expenses

**Note:** All important fields, reports are derived from these data fields.

# Finishing Up RCAs – Projects & Units

- This concludes the banking information end of recording RCAs within the CTM System.
- Your next step is to ensure ALL RCA Projects with Completed Units contain Unit Information.
- Click the Projects tab at the top of the screen.

The screenshot displays the COAH (Council on Affordable Housing) Tracking and Monitoring system interface. At the top, the COAH logo and name are visible. Below this, the text 'Tracking and Monitoring' is displayed. A red message reads: 'Welcome to the CTM System! CTM Training for NEW USERS ONLY. Please contact COAHAdmin@dc information.' The navigation menu includes 'Municipalities', 'Plans', 'Mail', 'Reports', 'Maintenance', 'Administration', and 'Help'. The 'Projects' tab is circled in red. Below the navigation menu, there are buttons for 'Save', 'Save & Exit', 'Cancel', and 'RCA Expenses'.

COAH  
council on affordable housing  
Tracking and Monitoring

Welcome to the CTM System! CTM Training for NEW USERS ONLY. Please contact COAHAdmin@dc information.

Municipalities ▶ Plans ▶ Mail ▶ Reports ▶ Maintenance ▶ Administration ▶ Help

Plan Projects RCA/Partner Document Search Service List Trust Fund Spendin

Save Save & Exit Cancel RCA Expenses

# Project List

- Each municipality has a Project List which contains a listing of Project Names.
- Each Project Name has four (4) sections:
  - Project Header
  - Project Detail
  - Project Counts
  - Unit List

Search Project

Project List

Municipality:  CITY,  County - Muni Code:   
 Round: 3.0, Version: Petition, Status: Expired - Monitoring

	Project Name	Project Number	G/S	Project Type				Print
<input type="button" value="Edit"/>	Adams Street		G	Inclusionary Development	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>		<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="text"/> RCA / Adams Street ←		S	Inclusionary Development	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>	<input type="button" value="Units"/>	<input type="checkbox"/>
<input type="button" value="Edit"/>	Green RCA / Adams Street ←		S	Inclusionary Development	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>	<input type="button" value="Units"/>	<input type="checkbox"/>
<input type="button" value="Edit"/>	Growth Share Ordinance			Inclusionary Development	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>		<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="text"/> Rehab Program			Rehab	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>	<input type="button" value="Units"/>	<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="text"/> YMCA, RCA SRO Excess RCA funds ←			New Construction - 100% Afford	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>	<input type="button" value="Units"/>	<input type="checkbox"/>
<input type="button" value="Edit"/>	Marian Towers			Rehab	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>	<input type="button" value="Units"/>	<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="text"/> RCA / Adams Street ←		S	Inclusionary Development	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>	<input type="button" value="Units"/>	<input type="checkbox"/>
<input type="button" value="Edit"/>	Prior Round Completed Projects			Unknown	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>	<input type="button" value="Units"/>	<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="text"/> RCA / Adams Street ←		S	Inclusionary Development	<input type="button" value="Detail"/>	<input type="button" value="Counts"/>	<input type="button" value="Units"/>	<input type="checkbox"/>



- 1 - Project Header
- 2 - Project Detail
- 3 - Project Counts
- 4 - Unit List

Each Project Name with "RCA" in its name is a RCA Project.



# Project Counts

- The Project Counts screen contain over 30 fields of information to be filled in. The majority of this information is included when the Project is added to the CTM System for the very first time.
- The Project Counts screen should be reviewed from time to time. If there are ANY changes to be made on this screen, submit a Project Counts Form to COAHAdmin@dca.nj.gov.
- There are several IMPORTANT fields which you need to be aware of:
  - **Category:** New Construction, Completed New, Rehab and Completed Rehab.
  - **Completed Affordable Units:** Completed and Creditworthy.
    - **If there is a number in the Completed New or the Completed Rehab fields, the same number MUST appear in the Completed and Creditworthy fields in order for a Municipality to obtain credit! The creditworthy fields are only filled in when units are added to the units screen.**
- This screen contains other types of information as well.
- **Note:** Quite a few reports are derived from the Project Counts.

**Project Counts**

Municipality:

Muni Code:   
 Round: 3.1, Version: Petition, Status: Submitted - Monitoring   
 Project Name:   
 Project Number:



**Enter Unit data to populate Completed Affordable Units: Completed & Creditworthy.**

- Edit Counts
- Add New Count
- Project Detail
- Units
- Add New Project
- Add Default Counts
- Project Count Summary

		Affordable Units	Prior Round Credits						Growth Share Credits		Completed Affordable Units		Monitoring			
			Proposed	Creditworthy	Approved	Proposed	Creditworthy	Approved	Completed	Creditworthy	Creditworthy	Approved	Creditworthy	Approved		
Category																
Edit	Remove	New Construction	75			18			73	73						
Edit	Remove	Completed New	75			18										
Edit	Remove	Rehab														
Edit	Remove	Completed Rehab														
Edit	Remove	Unmet Need Units														
Edit	Remove	Under Construction														
Edit	Remove	Age Restricted														
Edit	Remove	Family	75			18			73	73						
Edit	Remove	Spec Needs BR Non-Age														
Edit	Remove	Spec Needs BR AgeRest														
Edit	Remove	Spec Needs Units Non-Age														
Edit	Remove	Spec Needs Units AgeRest														

**This is how Muni receives credit.**

**1 = 75 New Construction Affordable Units**

**2 = 75 Completed New Affordable Units**

**3 = 73 Completed Affordable Units**

**4 = 73 Completed Creditworthy Units**

**In this sample, the Municipality will only receive 73 credits out of the 75. To receive the additional 2 credits, the Municipality MUST enter 2 more Units into the Unit List (5).**

### Project Counts

Municipality: \_\_\_\_\_

Round: 3.1, Version: Petition, Status: Submitted - Monitoring  
 Project Name: \_\_\_\_\_  
 Project Number: \_\_\_\_\_

- Edit Counts
- Add New Count
- Project Detail
- Units
- Add New Project
- Add Default Counts
- Project Count Summary

		Affordable Units										Monitoring			
			Prior Round Credits			Growth Share Credits			Completed Affordable Units			Prior Round Credits		Growth Share Credits	
		Category	Proposed	Creditworthy	Approved	Proposed	Creditworthy	Approved	Completed	Creditworthy	Creditworthy	Approved	Creditworthy	Approved	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	New Construction	75			6	18			73	73				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Completed New	75			7	18								
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Rehab													
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Completed Rehab													
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Unmet Need Units													
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Under Construction													
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Age Restricted													
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Family	75			8	18			73	73				
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Spec Needs BR Non-Age													
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Spec Needs BR AgeRest													
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Spec Needs Units Non-Age													
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Spec Needs Units AgeRest													

The rest of the Project Counts screen lists various different information regarding these 75 Affordable Units: **6** = 18 Proposed Growth Share Credits; **7** = 18 Completed Proposed Growth Share Credits; and **8** = 18 Family Proposed Growth Share Credits.

**Note:** Quite a few reports are derived from the Project Counts.

# Unit List

- The Unit List screen contains approximately 20 fields of information to be filled in. ALL of this information is the responsibility of the Municipality (**RCA Monitor**).
- The Unit List screen should be reviewed from time to time and updated as needed.
- There are several IMPORTANT fields which you need to be aware of:
  - Unit ID; Address, Block & Lot, Date CO Issued, Initial Price of the Unit, Effective Date of Affordability Control, Affordable Controls in Years and Completed Units just to name a few.
    - **Completed Units:** You must add the number “1” in the Total and Creditworthy fields. This will be reflected in the Completed and Creditworthy columns on the Project Counts screen. This is the only way to obtain credit!
    - **Note:** Only the number “1” is allowed in the Total and Creditworthy fields, no other number is acceptable.
  - This screen contains other types of information as well. Fill in as much information as possible.
- **Note:** Quite a few reports are derived from the Unit List.



# Tracking and Monitoring

Welcome to the CTM System!

Municipalities ▶ Plans ▶ Mail ▶ Reports ▶ Maintenance ▶ Administration ▶ Help ▶ Home

Plan Projects RCA/Partner Document Search Service List Trust Fund Spending Plan FSO

Unit List

Municipality:

Muni Code:

Round: 3.1, Version: Petition, Status: Submitted - Monitoring

Project Name:  Project Number:

Edit	Duplicate	Delete	Unit ID	Address	Block/Suffix	LOT/Suffix	Qualifier No.	Unit	Categories	Flags	Housing Type
<input type="button" value="Edit"/>	<input type="button" value="Duplicate"/>	<input type="checkbox"/>	33373	2001 Arthur Court	70	2001			Very Low Rental - 35%; Sale; New Construction; Family; 2 Bedroom	Expiration of Controls	Condo
<input type="button" value="Edit"/>	<input type="button" value="Duplicate"/>	<input type="checkbox"/>	33374	2003 Arthur Court	70	2003			Sale; New Construction; Moderate Income; Family; 1 Bedroom	Expiration of Controls	Condo
<input type="button" value="Edit"/>	<input type="button" value="Duplicate"/>	<input type="checkbox"/>	33375	2005 Beatrice Court	70	2005			Sale; New Construction; Low Income; Family; 3 Bedroom	Expiration of Controls	Condo
<input type="button" value="Edit"/>	<input type="button" value="Duplicate"/>	<input type="checkbox"/>	33376	2006 Beatrice Court	70	2006			Very Low Rental - 35%; Sale; New Construction; Family; 1 Bedroom	Expiration of Controls	Condo

Enter as much information as possible.  
**Note:**  
 Reports are derived from these fields.

# Tracking and Monitoring

Welcome to the CTM System!

Municipalities ▶ Plans ▶ Mail ▶ Reports ▶ Maintenance ▶ Administration ▶ Help ▶ Home

Plan Projects RCA/Partner Document Search Service List Trust Fund Spending Plan FSO

Unit List

Municipality:  - Muni Code:   
 Round: 3.1, Version: Petition, Status: Submitted - Monitoring  
 Project Name:  Project Number:

Bldg. Permit Comp. Date	CO No.	Date CO Issued	Intial Price of the Unit (Sale/Rental)	Affordability %	Muni Subsidy Amount	Date of Sale/Transfer	Effective Date of Aff. Control	Aff. Controls in Years	Date of Aff. Controls Removed	Completed Units
		6/25/1996	51300	0	0		6/25/1996	<input type="checkbox"/> Perpetual Length:25 Expires: 6/25/2021	6/25/2021	Total:1 Creditworthy:1
		6/25/1996	91100	0	0		6/25/1996	<input type="checkbox"/> Perpetual Length:25 Expires: 6/25/2021	6/25/2021	Total:1 Creditworthy:1
		4/30/1996	77500	0	0		4/30/1996	<input type="checkbox"/> Perpetual Length:25 Expires: 4/30/2021	4/30/2021	Total:1 Creditworthy:1



This is how Muni receives credit.

Enter as much information as possible. **Note:** Reports are derived from these fields.

# New 2014 Annual Project/Unit and RCA Monitoring Certification Form

Please Note: Form Must Be Fill Out in its entirety or Municipality will receive an 'Incomplete' Status.

## 2014 PROJECT/UNIT AND RCA MONITORING IN CTM SYSTEM CERTIFICATION OF COMPLETION

The Affordable Housing Project/Unit Report Preparer's responsibility is to add/update the CTM System with Project and Unit data. Prior round as well as current round information is required. After data has been entered into the CTM System, please fill out this page in its entirety, date and sign. Any form submitted and not complete in its entirety will be marked as "Incomplete." After filling out this page, pass this form along to the Municipal Housing Liaison or other municipal representative responsible for signing off on this form. Additional pages should be used as needed.

MUNICIPALITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

I certify that the following Project(s)/Unit(s) have been updated and/or added and the information recorded is true and correct to the best of my knowledge (please check the boxes where information has been changed or added and indicate the number of completed units):

- Project Name:** \_\_\_\_\_  
 Project Header     Project Details     Project Counts     # of Completed  
 Project Units:     Units Updated     Units Added    Units \_\_\_\_\_
- Project Name:** \_\_\_\_\_  
 Project Header     Project Details     Project Counts     # of Completed  
 Project Units:     Units Updated     Units Added    Units \_\_\_\_\_
- Project Name:** \_\_\_\_\_  
 Project Header     Project Details     Project Counts     # of Completed  
 Project Units:     Units Updated     Units Added    Units \_\_\_\_\_
- Project Name:** \_\_\_\_\_  
 Project Header     Project Details     Project Counts     # of Completed  
 Project Units:     Units Updated     Units Added    Units \_\_\_\_\_
- Project Name:** \_\_\_\_\_  
 Project Header     Project Details     Project Counts     # of Completed  
 Project Units:     Units Updated     Units Added    Units \_\_\_\_\_
- I, \_\_\_\_\_, the Affordable Housing Project / Unit Report Preparer certify the above listed Project(s)/Unit(s) have been updated and/or added into the CTM System.
- I, \_\_\_\_\_, the Affordable Housing Project / Unit Report Preparer certify additional Project(s)/Unit(s) have been updated and/or added into the CTM System.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## 2014 PROJECT/UNIT AND RCA MONITORING IN CTM SYSTEM CERTIFICATION OF COMPLETION

The Municipal Housing Liaison or other Municipal Representative as well as the Mayor's signatures are required on this page. Any form submitted and not complete in its entirety will be marked as "Incomplete."

We, the undersigned, certify that \_\_\_\_\_ has entered the affordable housing project and unit monitoring data covering the period through \_\_\_\_\_ via the Department of Community Affairs' CTM System, and that the information entered is true and correct to the best of our knowledge. We have been authorized by either the chief executive officer or the municipal governing body of \_\_\_\_\_ to execute this certification. The information entered in the CTM System may be used to determine the need for on-site monitoring or an audit by the Department's Council on Affordable Housing staff. **Project and unit data entered into the CTM System is used to accurately report all affordable housing units in the State of New Jersey.**

**OR**

We, the undersigned, certify that \_\_\_\_\_ had "No Activity" of its affordable housing project and unit monitoring data covering the period through \_\_\_\_\_ via the Department of Community Affairs' CTM System, and we certified this information is true and correct to the best of our knowledge. We have been authorized by either the chief executive officer or the municipal governing body of \_\_\_\_\_ to execute this certification.

Print Name: \_\_\_\_\_  
Municipal Housing Liaison (MHL)/RCA Administrator

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_  
If MHL/RCA Admin has not been designated, Other Municipal Representative

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_ Signed: \_\_\_\_\_