

Matrix of Supplemental Materials Required by Public Funders for Submittal with the 2008 Annual Report

	CTED State HTF	King County	City of Seattle	Snohomish County	City of Tacoma	WSHFC
Method to Submit Annual Report & Supplemental Materials	E-Mail to: HSDAR@cted.wa.gov Submit as Excel file. Signature, hardcopy NOT required.	E-Mail to: KCAPR@kingcounty.gov also FAX 206-296-0229 or mail signed Certification	Mail to: PO Box 94725 Seattle, WA 98124	E-mail to: m.dalpozzo@co.snohomish.wa.us and Mail to: 3000 Rockefeller Ave. Mail Stop 305 Everett, WA 98201	Email to: mchisholm@cityoftacoma.org and Mail to: 747 Market St. Room 1036 Tacoma, WA 98402	E-mail to: compreport@wshfc.org A letter will be sent to all owners with property specific submittal instructions. See also: wshfc.org/managers
Due Dates	June 30 Certification Tables: 1, 1A, 2, 3, 4, 4a, 4b	January 31 Certification Tables 1, 1A, 2, 3 June 30 send entire excel workbook: Tables 1,1A, 2, 3, 4, 4a, 4b	June 30 Certification Tables: 1, 1A, 2, 3, 4, 4a, 4b	June 30 Certification Tables 1, 1A, 2, 3, 4, 4a, 4b	January 31 Certification Tables 1, 1A, 2, 3 June 30 Tables 4, 4a, 4b	January 31 Table 1 June 30 Table 4
If there is an 'X' under a public funder's name for a specific item then it is required to be submitted on a yearly basis. If box is blacked out DO NOT send.						
Supplemental Material	CTED HTF	King County	City of Seattle	Snohomish County	City of Tacoma	WSHFC
Submit hard copy of the Combined Public Funders Annual Report			X	X	X	Table 1 only
Financial statement or audit per contract conditions (Submit only if not previously submitted for the year)	X	X	X	X	X	
Copy of current insurance certificate (Submit only if not previously submitted for the year)	X	X	X	X	X	
Copy of reserve account(s) bank statements as of 12/31/2008		X	X	X	X	
Marketing materials or statement explaining approach to affirmative marketing		X	X	X	X	
Copy of fair housing complaints and disposition (if any for the year)	X	X	X	X	X	X
Description of any neighborhood complaints and outcomes			X	X	X	
Management plan change summary (Submit only if changes in the past year)	X	X	X	X	X	
Capital Needs Assessment (Submit only if not previously submitted or if updated)	X	X	X	X	X	
Summary of tenant service changes (Submit only if changes in the past year)	X	X	X	X	X	