

CTM SYSTEM

Project and Unit Fact Sheets Presentation



Revised June 2019

!!! ATTENTION !!!

- Please Note: CTM Training Sessions are NOT available at this time.
- This CTM Training Session will deal exclusively with CTM data web-based site.
- Thank You for Your Cooperation in this Matter!
- Now, Let's Begin...



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

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

Search Project Search

Print Projects Summary

Project List

Municipality: County - Muni Code:
 Round: 3.1, Version: Petition, Status: Submitted - Monitoring

	Project Name	Project Number	G/S	Project Type				Print
Edit	Bergen County Home Improvement Program			Rehab	Detail	Counts	Units	<input type="checkbox"/>
Edit	Bethesda Lutheran			Supp/Spec Needs Hsg	Detail	Counts	Units	<input type="checkbox"/>
Edit	Community Options Housing			Supp/Spec Needs Hsg	Detail	Counts	Units	<input type="checkbox"/>
Edit	D'Angelo Inclusionary			Inclusionary Development	Detail	Counts	Units	<input type="checkbox"/>
Edit	David F. Roche Apartments			New Construction - 100% Afford	Detail	Counts	Units	<input type="checkbox"/>
Edit	Dumont Supervised Housing			Supp/Spec Needs Hsg	Detail	Counts	Units	<input type="checkbox"/>
Edit	Market to Affordable Program			Market to Affordable	Detail	Counts	Units	<input type="checkbox"/>
Edit	Saint Mary's Residence			New Construction - 100% Afford	Detail	Counts	Units	<input type="checkbox"/>

Done



1 - Project Header



2 - Project Detail



3 - Project Counts



4 - Unit List

Project Header

- The Project Header screen contains three (3) key fields:
 - Project Name*
 - Project Status
 - Project Type*
- The Project Name and Project Type have a red asterisk (*) next to them. These fields MUST contain data or the record cannot be saved.
- The Project Status field does not have an asterisk but is just as important! A checkmark (✓) MUST be added to the 'Current Status' to indicate which status is the current one.



Plan

Projects

RCA/Partner

Service List

Trust Fund

Spending Plan

Project Header

Municipality:	<input type="text"/> County - Muni Code: <input type="text"/> Round: 3.1, Version: Amendment, Status: Submitted - Monitoring																		
Project ID:	2396																		
COAH Project Number:	<input type="text"/>																		
Project Name:	<input type="text" value="Orchard Commons"/> * MUST contain data																		
	All Known Names:	<input type="text" value="Orchard Commons"/>	<input type="button" value="Remove Project Name"/>	Do not delete old project names.															
	Create New Name:	<input type="text"/>	<input type="button" value="Save Project Name"/>																
Codes and Standards ID:	<input type="text"/>																		
	<input type="button" value="Add Project Status"/>																		
Project Status:	<table border="1"> <thead> <tr> <th></th> <th></th> <th>Status Description</th> <th>Status Date</th> <th>Current</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Remove"/></td> <td>Completed</td> <td>12/31/2010</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Remove"/></td> <td>Proposed/Zoned</td> <td>12/31/2008</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Status Description	Status Date	Current	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Completed	12/31/2010	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Proposed/Zoned	12/31/2008	<input type="checkbox"/>	Checkmark (✓) MUST be added to the 'Current Status'		
		Status Description	Status Date	Current															
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Completed	12/31/2010	<input checked="" type="checkbox"/>															
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Proposed/Zoned	12/31/2008	<input type="checkbox"/>															
Project Type:	<input type="text" value="Supp/Spec Needs Hsg"/> * MUST contain data																		
Proposed Credit Count:	10	<input type="button" value="Project Counts"/>																	
Approved Credit Count:	10																		
Sending County:	<input type="text"/>																		
Sending Municipality:	<input type="text"/>																		
Select:	<input type="checkbox"/> Group <input type="checkbox"/> Split																		
	<input type="button" value="Save"/>	<input type="button" value="Save and Exit"/>	<input type="button" value="Cancel"/>	<input type="button" value="Project Details"/>															

Project Detail

- The Project Detail screen contains 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 Detail screen should be reviewed from time to time and updated as needed.
- There are several fields which contain the asterisk (*). These fields **MUST** contain data or the record will not be saved.
- There are other fields which are just as important which need to be filled in. They are:
 - Address field, Effective Date of Affordability Controls, Length of Affordability Controls, and Project Contacts, just to name a few.
- Note: Quite a few reports are derived from the Project Detail screen.

Save Save & Exit Cancel Project Counts

Project Detail

Municipality:	<input type="text"/> County - Muni Code <input type="text"/> Round: 3.1, Version: Amendment, Status: Submitted - Monitoring Project Name: <input type="text"/> Project Number: <input type="text"/>
Project Detail ID:	16776
Address:	<input type="text"/> Include street, city, state & zip whenever possible.
Block and Lot List:	<input type="text" value="1806-10.1"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>
Add Block and Lot:	Block: <input type="text"/> . <input type="text"/> Lot: <input type="text"/> . <input type="text"/> Qualifer Number: <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Cancel"/> Type in Block, Lot & Qualifier Numbers here and they will appear in drop box above.
Acreage Amount:	<input type="text" value="0.5"/> (Acres) Density: <input type="text" value="0"/> Set Aside: <input type="text" value="0"/> % Acreage amount, Density & Set Aside are important fields.
Project Sponsor:	<input type="text" value="Non-Profit Developed"/> * MUST contain data
Project Sponsor Name:	<input type="text" value="Housing, Inc."/> Important fields, reports are derived from these two (2) data fields.
Project Developer:	<input type="text" value="United Way"/>
Preliminary Approval Date:	<input type="text"/>
Final Approval Date:	<input type="text"/> Add in the Final Approval date

Project Detail

Planning Regions:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">All:</td> <td style="width: 20%;">Action:</td> <td style="width: 50%;">Selected:</td> </tr> <tr> <td> <div style="border: 1px solid gray; padding: 2px;"> 2 3 4 4B </div> </td> <td> <div style="border: 1px solid gray; padding: 2px;"> Add Remove </div> </td> <td> <div style="border: 1px solid gray; padding: 2px;"> 1 </div> </td> </tr> </table>	All:	Action:	Selected:	<div style="border: 1px solid gray; padding: 2px;"> 2 3 4 4B </div>	<div style="border: 1px solid gray; padding: 2px;"> Add Remove </div>	<div style="border: 1px solid gray; padding: 2px;"> 1 </div>	<p>Include Planning Region where Project resides</p>
All:	Action:	Selected:						
<div style="border: 1px solid gray; padding: 2px;"> 2 3 4 4B </div>	<div style="border: 1px solid gray; padding: 2px;"> Add Remove </div>	<div style="border: 1px solid gray; padding: 2px;"> 1 </div>						

Project Sub Type:	Supp Shared Liv Hsg (bdrms) *	<p>MUST contain data</p>
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Project Credit Type:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">All:</td> <td style="width: 20%;">Action:</td> <td style="width: 50%;">Selected:</td> </tr> <tr> <td> <div style="border: 1px solid gray; padding: 2px;"> Extension of Credit None Post 1986 Completed Prior Cycle </div> </td> <td> <div style="border: 1px solid gray; padding: 2px;"> Add Remove </div> </td> <td> <div style="border: 1px solid gray; padding: 2px;"> Proposed/Zoned </div> </td> </tr> </table>	All:	Action:	Selected:	<div style="border: 1px solid gray; padding: 2px;"> Extension of Credit None Post 1986 Completed Prior Cycle </div>	<div style="border: 1px solid gray; padding: 2px;"> Add Remove </div>	<div style="border: 1px solid gray; padding: 2px;"> Proposed/Zoned </div>	<p>This data is usually added when Project has been entered into CTM for the first time</p>
All:	Action:	Selected:						
<div style="border: 1px solid gray; padding: 2px;"> Extension of Credit None Post 1986 Completed Prior Cycle </div>	<div style="border: 1px solid gray; padding: 2px;"> Add Remove </div>	<div style="border: 1px solid gray; padding: 2px;"> Proposed/Zoned </div>						

Construction Type:	New *	<p>MUST contain data</p>
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Flags:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">All:</td> <td style="width: 20%;">Action:</td> <td style="width: 50%;">Selected:</td> </tr> <tr> <td> <div style="border: 1px solid gray; padding: 2px;"> 3.1 Phased 4% LIHTC 9% LIHTC Adj. Durational Adjustment </div> </td> <td> <div style="border: 1px solid gray; padding: 2px;"> Add Remove </div> </td> <td> <div style="border: 1px solid gray; padding: 2px;"> Court Project </div> </td> </tr> </table>	All:	Action:	Selected:	<div style="border: 1px solid gray; padding: 2px;"> 3.1 Phased 4% LIHTC 9% LIHTC Adj. Durational Adjustment </div>	<div style="border: 1px solid gray; padding: 2px;"> Add Remove </div>	<div style="border: 1px solid gray; padding: 2px;"> Court Project </div>	<p>Select Flags pertaining to this Project</p>
All:	Action:	Selected:						
<div style="border: 1px solid gray; padding: 2px;"> 3.1 Phased 4% LIHTC 9% LIHTC Adj. Durational Adjustment </div>	<div style="border: 1px solid gray; padding: 2px;"> Add Remove </div>	<div style="border: 1px solid gray; padding: 2px;"> Court Project </div>						

Waiver Text:	<div style="border: 1px solid gray; height: 80px;"></div>	<p>If Project has a waiver, a brief comment is placed here</p>
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Site Visit Date:	<input type="text"/>	<p>Date current visit has been made to the site</p>
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Market Units:	Proposed: <input type="text" value="0"/> Completed: <input type="text" value="0"/>	<p>Record number of Market Units here</p>
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Market Units w/COs after 1/1/2004:	<input type="text" value="0"/>	<p>Record number of Market Units with Certificate of Occupancy date after 1/1/2004</p>
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Project Detail

Affordable Units Under Construction: **Record Affordable Units currently under construction**

Condo Fee: (%) **Record Condo Fee Percentage, if applicable**

Average Range of Affordability: (%) **Add Average Affordable Percentage Range here**

Funds Committed: **Any municipal funds committed to this Project, add here**

Funds Expended: Admin Costs: **Add Funds Expended & Admin Costs**

Payment in Lieu/Growth Share Amount: Payment in Lieu/Growth Share Units: **Add 3rd Rnd Amt & Units**

Funding Sources are usually added when Project is entered into CTM, add any others if needed.

All:	Action:	Selected:
<ul style="list-style-type: none"> C - County Rehab Funds C - County Trust Fund F - CDBG F - HODAG 	<input type="button" value="Add"/> <input type="button" value="Remove"/>	<ul style="list-style-type: none"> C - County HOME F - Federal Home Loan Bank - Affordable Housing Pg L - Development Fees S - HMFA Spec Needs

Effective Date Of Affordable Controls: 

Length Of Affordability Controls: Perpetual
 (years) Affordable Date Expires:

Date Affordable Controls Removed: 

Very Important fields, Reports are derived from these three (3) data fields

Project Detail

Add New Contact

IMPORTANT: At least one Project Contact must be listed. If you do not know who the Project Contact is, add the MHL's name.

Project Contacts:

No Contact Found

Add New LIHTC

If Project is a LIHTC, add information here.

Low Income Housing Tax Credits (LIHTC):

No LIHTC Found

Comments:

Not sure what happened here. [redacted] acquired all or part of site for special needs shared living development. Not sure what happened to [redacted] with development of 6100 000 57708

Any general information regarding the Project, add here.

Date of Latest Monitoring Update:

[Date Field] 

Always add a date whenever you update any field(s) in the Project Detail part of CTM.

For Redevelopment Projects Only

Does this project require deed restricted units to be removed?:

Yes No

Answer this question for ALL Redevelopment Projects.

Save

Save & Exit

Cancel

Project Counts

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

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

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



-
-
-
-
-
-
-

		Affordable Units	Prior Round Credits						Growth Share Credits			Completed 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		18			73	73							
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Completed New		75		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		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															



This is how Muni receives credit.

1 = 75 New Construction Affordable Units

3 = 73 Completed Affordable Units

2 = 75 Completed New 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: Muni Code:
 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 (**Project and Unit Monitoring Report Preparer**).
- 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:

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

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

Unit List

Add

Print New Cons

Municipality:

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.

