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.
Select your Municipality

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.

1. Click the RCA / Partner tab.

2. Select Receiving List.

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

• From the RCA Bank List:
  1. You can “Add” a New Bank:
     • Click the Add button.
     • Fill in all pertinent information; OR
  2. 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.
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)

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.

All Bank Statement Information fields are now required fields. In the Comments field, always put in the date you last edited the record (i.e., R9/19/12).

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.

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

Not Allowed!

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

Projects and Description are required 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.

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.
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
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.
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).

<table>
<thead>
<tr>
<th>Category</th>
<th>Afford. Units</th>
<th>Prior Round Credits</th>
<th>Growth Share Credits</th>
<th>Completed Affordable Units</th>
<th>Creditworthy</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>75</td>
<td>18</td>
<td>72</td>
<td>72</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Completed New</td>
<td>75</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rehab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Rehab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unmet Need Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age Restricted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td>75</td>
<td>18</td>
<td>73</td>
<td>73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spec Needs BR Non-Age</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Spec Needs BR AgeRest</td>
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<td>Spec Needs Units AgeRest</td>
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<td></td>
</tr>
</tbody>
</table>

1 = 75 New Construction Affordable Units
2 = 75 Completed New Affordable Units
3 = 73 Completed Affordable Units
4 = 73 Completed Creditworthy Units

This is how Muni receives credit.
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.
Enter as much information as possible.

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

<table>
<thead>
<tr>
<th>Bldg. Permit Comp. Date</th>
<th>CO No.</th>
<th>Date CO Issued</th>
<th>Initial Price of the Unit (Sale/Rental)</th>
<th>Affordability %</th>
<th>Muni Subsidy Amount</th>
<th>Date of Sale/Transfer</th>
<th>Effective Date of Aff. Control</th>
<th>Aff. Controls in Years</th>
<th>Date of Aff. Controls Removed</th>
<th>Completed Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>4/30/1996</td>
<td>77500</td>
<td>0</td>
<td>0</td>
<td>4/30/1996</td>
<td>4/30/1996</td>
<td></td>
<td>4/30/2021</td>
<td>Total:1 Creditworthy:1</td>
</tr>
</tbody>
</table>
New CTM Report Request: Units Category Report

This report can only be requested when ALL Projects listed in CTM with the status of “Completed” contain Project Unit information. This means each individual unit’s information needs to be represented. Every Category marked with data that appears on the Project Counts screen must be represented in the Unit List screen.