CTM SYSTEM

RCA Fact Sheet Presentation



Revised June 2019

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

	COAH council on affordable h	ousing					^					
	Tracking and Monitoring											
	Welcome to the CTM System! CTM Training for NEW USERS ONLY. Please contact COAHAdmin@dca.nj. information.											
Mu	nicipalities 🔸 Plans 🔸 Mail	• Reports	s 🛌 Mainten	ance 🕨 Admi	nistration	→ Help→ I						
<< <	Search	Municipality Pla 1 2 3 4 Items 1	an Lis 5 6 7 <mark>2</mark> 10 - 25 of 567.	Search		>>>						
	Municipality	Current Round	Initial Filing Date	Plan Review Status	Assigned User	Team Lead	ļ					
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	ALLENDALE 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						
1	ALPHA BORO-WARREN COUNTY	3.1-Petition	06-10-2010	Public Notice Due	Sean Thompson	Joanne Wiggins	~					
Å.			40.05.0000	a series	a su la com							
4						€ 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.



- Click the RCA / Partner tab.
- 2. Select Receiving List.
- 3. Select the RCA you need and click on the Banks button.

PI	an Projects RC	A/Partner	Service Lis	t Trust Fur	nd							
	RCA/Partnership Sending List Receiving List R											
Round	CITY, County - Muni Code: County - Muni County - Muni Code: County - Muni County - Mun											
<< <	< 1 >>> Items 1 - 4 of 4.											
	Sending Municipality	Round	Name	Prior Round Proposed Total	Growth Share Proposed Total	Service List	Banks	Expenses				
Edit	BORO- COUNTY	3.1-Minor Technical Revision	RCA	9		Contacts	Banks	Expenses				
Edit	BORO- COUNTY	3.1-Petition	RCA /	1	18	Contacts	Banks	Expenses				

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.

<u>Note</u>: 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)

	Save Save & Exit Cancel		
	RC/	Bank	
Municipality:	CITY, County - Muni Code: Round: 3.0, Version: Petition, Status: Expired - Monit) pring	
Sending Municipality:	BORO, County - Muni Code:	Round: 3.1, Status: Minor Technical Revision	
Bank Name:	*	-	
Bank A/C:			
RCA Funds Committed:	225,000.00		
	Any field marked with an "*" is a	required field. Since the CTM Add New Transaction	
Transactions:	inception, many other fields are n	ow required fields: Bank A/C field	
	is now a required field	Total Income:	0
	is now a required field.	Total Expenses:	0
		Balance:	0
Bank Statement I	nfomation		
From Date:		All Depts Statement Information fields are new	
To date:		required fields. In the Comments field, always	
Bank Balance:		put in the date you last edited the record (i.e.,	
Comments:		R9/19/12). Note: All important fields, reports are derived	
Income:		from these data fields.	
Expenses:			
	Save Save & Exit Cancel		

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 Expense	es			
				RCA Bank			
Municipality:	Round:	CITY, 3.0, Version:	County - Muni Coo Petition, Status: Expired	le: d - Monitoring			
Sending Municipality:		BORO,	County - Muni Co	ode: Round: 3.1, St	atus: Min	or Technical Revision	
Bank Name:		Bank		*			
Bank A/C:		S	tarting 2014 Mo	nitoring Year, an	y tran	saction grouped	
RCA Funds	225,00	_{0.00} to	ogether will auto	omatically result	in Mu	ni receiving an	
Committea:		"	Unsatisfactory"	status for the m	onitor	ing year.	
			,			Ad	d New Transaction
		Date	Туре	Projects		Description	Amount
	Edit	08-19-2005	Transfer In			start - 8/19/05	225,000.00
important	Edit	08-19-2005	Hard Cost	RCA /	Street	start - 8/19/05	.00
fields.	Edit	08-19-2005	Admin Expenses			start - 8/19/05	.00
reports are	Edit	08-19-2005	Interest Earned			start - 8/19/05	.00
derived	Edit	03-29-2010	Misc Trans (expense)	Not Allowed!		all transactions - 8/19/05 - 2/28/10	223,615.52
from these	Edit	09-01-2011	Misc Trans (expense)			I YMCA Proje	ct 1,384.08
data fields.	Edit	07-30-2013	Misc Trans (expense)	RCA /	Street		.40
		Projec	ts and Descripti	ion are required	fields	Total Income:	225,000.00
		FIUJEC	is and Descript	ion ale required	neius.	Total Expenses:	225,000.00
						Balance:	0.00

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 In	fomation			
From Date:	8/1/2013			
To date:	8/31/2013			Note: All
Bank Balance:	0			important
Comments:			$\hat{}$	fields,
	08-19-2005	Transfer In	225,000.00	reports are
Income:	08-19-2005	Interest Earned	.00	derived
	08-19-2005	Hard Cost	.00	from these
	08-19-2005	Admin Expenses	.00	from these
Expenses:	03-29-2010	Misc Trans (expense)	223,615.52	data fields
	09-01-2011	Misc Trans (expense)	1,384.08	data fictus.
	07-30-2013	Misc Trans (expense)	.40	
	Save Save & Ex	it Cancel RCA Expe	nses	
<				

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

Mu	Municipalities Plans Reports Help Home Coah Build 9.1											
Pla	Plan Projects RCA/Partner Service List Trust Fund											
	Search P	roject		Search								
				Print F	Projects Sun	nmary						
	Project List											
Munici	Junicipality: CITY, County - Muni Code: CITY, CI											
	Project Name	Project Number	G/S	Project Type				Print				
Edit	Adams Street		G	Inclusionary Development	Detail	Counts						
Edit	RCA / Adams Street		s	Inclusionary Development	Detail	Counts	Units					
Edit	Green RCA / Adams Street		s	Inclusionary Development	Detail	Counts	Units					
Edit	Growth Share Ordinance			Inclusionary Development	Detail	Counts						
Edit	Rehab Program			Rehab	Detail	Counts	Units					
Edit	YMCA, RCA SRO Excess RCA funds			New Construction - 100% Afford	Detail	Counts	Units					
Edit	Marian Towers			Rehab	Detail	Counts	Units					
Edit	RCA / Adams Street		s	Inclusionary Development	Detail	Counts	Units					
Edit	Prior Round Completed Projects			Unknown	Detail	Counts	Units					
Edit	RCA / Adams Street		s	Inclusionary Development	Detail	Counts	Units					

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.

				1.0	1.0											
					- Muni Co	de:	Project	Counts	torll	nit dat	a ta nan	ulata C	omole	atod		
Municipalit	:y:	F	Round: 3.1, V	ersion: Petit	ion, Status: Sub	mitted - Mor	nitoring			nit data	a to pop		ompie			
		F	Project Numbe	er:				At At	torda	ble Un	its: Com	pleted	& Cre	ditwort	:hy.	
			Edit Counts	A	dd New Count	Project Deta	Project Detail Units Add New Project Add I			Default Counts	Project Count Su	ummary				
			Affordable										Monitoring			
			Units	Pr	ior Round Cred	its	Gro	owth Share Cre	lits	Completed A	ffordable Units	Prior Round	Credits	Growth Shar	e Credits	
		Category		Proposed	Creditworthy	Approved	Proposed	Creditworthy	Approved	Completed	Creditworthy	Creditworthy	Approved	Creditworthy	Approved	
Edit	Remove	New Construction	75				18		-3	73	73	4				
Edit	Remove	Completed New	2 75				18									
Edit	Remove	Rehab									This is					
Edit	Remove	Completed Rehab									how Mun	i				
											receives					
Edit	Remove	Unmet Need Units									credit.					
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														

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							
Municipalit	ty:		Round: 3.1, V Project Name Project Numbe	ersion: Petit er:	- Muni Co ion, Status: Sub ;	de: mitted - Mor	hitoring								
			Edit Counts	Add New Count Project De			il Units Add New Project Add Default Counts				Project Count Summary				
			Affordable										Monit	oring	
			Units	Prior Round Credits		its	Gro	wth Share Cree	dits	Completed A	ffordable Units	Prior Round	Credits	Growth Shar	e Credits
		Category		Proposed	Creditworthy	Approved	Proposed	Creditworthy	Approved	Completed	Creditworthy	Creditworthy	Approved	Creditworthy	Approved
Edit	Remove	New Construction	75			-6	18			73	73				
Edit	Remove	Completed New	75			-7	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			8	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													

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!

Municipa	Municipalities → Plans → Mail → Reports → Maintenance → Administration → Help → Home										
Plan Projects RCA/Partner Document Search Service List Trust Fund Spending Plan FSO											
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
Edit	Duplicate		33373	2001 Arthur Court	70	2001			Very Low Rental - 35%; Sale; New Construction; Family; 2 Bedroom	Expiration of Controls	Condo Enter as
Edit	Duplicate		33374	2003 Arthur Court	70	2003			Sale; New Construction; Moderate Income; Family; 1 Bedroom	Expiration of Controls	information ^{Condo} as possible. Note:
Edit	Duplicate		33375	2005 Beatrice Court	70	2005			Sale; New Construction; Low Income; Family; 3 Bedroom	Expiration of Controls	Condo Reports are derived from these
Edit	Duplicate		33376	2006 Beatrice Court	70	2006			Very Low Rental - 35%; Sale; New Construction; Family; 1 Bedroom	Expiration of Controls	Condo

Tracking and Monitoring Welcome to the CTM System! Municipalities Administration Plans 🕨 Mail 🕨 Reports | Maintenance Help Home Projects RCA/Partner Document Search Service List Trust Fund Spending Plan FSO Plan Unit List Add **Print New Cons** - Muni Code: Municipality: Round: 3.1, Version: Petition, Status: Submitted - Monitoring Project Name: Project Number: Aff. Date of Aff. Affordability Muni Subsidy Date of Bldg. Permit Completed Intial Price of CO No. Controls Controls Sale/Transfer Aff. Comp. Date % Amount Units the Unit in Years Removed (Sale/Rental) Perpetual Total:1 Length:25 6/25/2021 6/25/1996 51300 0 6/25/1996 0 Creditworthy:1 Expires: 6/25/2021 Perpetual Total:1 6/25/1996 91100 6/25/1996 Length:25 6/25/2021 0 0 Creditworthy:1 Expires: 6/25/2021 Perpetual Total:1 Length:25 4/30/2021 4/30/1996 77500 0 4/30/1996 0 Creditworthy:1 Expires: 4/30/2021 This is how Muni

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

receives credit.

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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.

Brigantine	/rigantine_City/AtlanticCreated: 8/24/2018														
County	Municipality	Project	Total	Credit Worthy	Туре	Unit Address	Unit #	1BR	FAM	LOW	MOD	NEW	RHB	SAL	VLI
ATLANTIC	BRIGANTINE CITY	Brigantine Rehab Program	1	1	Rehab	102 26th St				Х			Х	Х	
ATLANTIC	BRIGANTINE CITY	Brigantine Rehab Program	1	1	Rehab	11 Hamilton PI					Х		Х	X	
ATLANTIC	BRIGANTINE CITY	Brigantine Rehab Program	1	1	Rehab	213 S. 13th St				Х			Х	Х	
ATLANTIC	BRIGANTINE CITY	Brigantine Rehab Program	1	1	Rehab	216 4th St				Х			Х	Х	
ATLANTIC	BRIGANTINE CITY	Brigantine Rehab Program	1	1	Rehab	3712 Bayshore Ave							Х	Х	Х
ATLANTIC	BRIGANTINE CITY	Brigantine Rehab Program	1	1	Rehab	40 Heald Rd							Х	Х	Х
ATLANTIC	BRIGANTINE CITY	Brigantine Rehab Program	1	1	Rehab	9 Quarry Blvd					Х		Х	Х	
ATLANTIC	BRIGANTINE CITY	Market to Affordable Program	1	1	Market to Affordable	4901 Harbour Blvd	A-1	Х	Х		Х	Х			
ATLANTIC	BRIGANTINE CITY	Market to Affordable Program	1	1	Market to Affordable	4901 Harbour Blvd	B-4	Х	Х	Х		Х			
ATLANTIC	BRIGANTINE CITY	Market to Affordable Program	1	1	Market to Affordable	4901 Harbour Blvd	S-4	Х	Х		Х	Х			
		Grand Totals	10					3	3	4	4	3	7	7	2

Note: Categories, Counts/Totals & Unit #s MUST Match CTM Project Counts Screen. If this is not the case, please fix and/or contact COAH.

1BR	1 Bedroom			SAL	Sale
2BR	2 Bedroom			SS1	Spec Needs BR Non-Age
3BR	3 Bedroom			SS2	Spec Needs BR Age Restricted
ADP	Adaptable			SS3	Spec Needs Units Non-Age
AGE	Age Restricted			SS4	Spec Needs Units Age Restriscted
EFF	Efficiency			SSB	Bonus - Rental Spec Needs
EXT	Extension of Control	S		THS	Townhouse
FAM	Family			UND	Under Construction
HAC	Accessible			UNM	Unmet Need Units
HAD	Adapted			V35	Very Low Rental - 35%
LIT	LIHTC Credits			VLI	Very Low Income - 30%
LOW	Low Income				
MOD	Moderate Income				
NEW	New Construction (&	Gut Rehab) New Construction	(& Gut Rehab)	
NRP	Not Reported				
REN	Rental				
RHB	Rehab				