



State of Connecticut
Department of Economic and
Community Development

Office of Housing Development and Finance

All Developers/Sponsors of HOME or State-funded Housing

Notice: 10-03

Distribution Date: March 30, 2010

Effective: March 30, 2010

**SUBJECT: QUARTERLY DEVELOPMENT COMPLIANCE REPORT FOR THE
QUARTER ENDING MARCH 31, 2010**

As you know, your Assistance Agreement with the State of Connecticut requires the submission of compliance reports covering project activities on a quarterly basis, thirty days after each March 31st, June 30th, September 30th and December 31st. This is to remind you that the Quarterly Development Compliance Report for the quarter ending March 31, 2010, is now due and must be submitted by **Friday, April 30, 2010**.

FOR HOME PROJECTS ONLY: A recent finding by the State Auditors of Public Accounts has determined that DECD is not using HUD Form 60002 as required to report Section 3 Plan data for its HOME projects. Although we have been reporting this data in another format to HUD annually through our Annual Performance Report process (PER), the state auditors have determined that DECD must collect and report Section 3 data from HOME Project developers on HUD Form 60002 in order to demonstrate each project's compliance with the Section 3 Plan submitted as part of each project's application. To implement this reporting requirement, you will need to complete HUD Form 60002 for each quarter.

Special Note: Three new worksheets have been incorporated into the OHDF Quarterly Report which replaces formerly standalone documents. In addition to the **HUD Form 60002 – Section 3 Summary** form identified above, the workbook also includes the **Semiannual Labor Enforcement Report** (due every October and April as the **Annual MBE/WBE Annual Performance Report** which is due for the quarter ending March 31st. Please note: Your project manager will forward these documents to you electronically upon your request.

Failure to submit the Quarterly Compliance Report on a timely basis could result in the suspension of payments and/or prevent the award of additional funding from DECD. For this reason, you should make every effort to submit the report within the required deadline. Please contact your project manager if you wish to receive the full quarterly report in an electronic version.

Please submit your reports to the attention of:

**Ms. Dorothy Malerba
Office of Housing Development and Finance
DECD – 2nd Floor
505 Hudson Street
Hartford, CT 06106**

Thank you for your anticipated cooperation in this matter.

505 Hudson Street, Hartford, Connecticut 06106-7106
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