

Owner's Certificate of Continuing Program Compliance (Form 100)
Annual Filing Instructions

Completion & Submission

- Annual Form 100 certification covers January 1 through December 31 for the previous year.
- The submission window is January 1 through 31 of the current year.
- All completed Form 100s and Form 100 A1s are to be submitted via the property's Procorem WorkCenter. **Do not mail hard copies. Emails are also not accepted.**
- **Log into Procorem (Contact the Delegated Administrator if access is needed)**
 - Each Form 100 or Form 100A1 if applicable must be submitted to the property's corresponding WorkCenter.
 - Upload the document in the WorkCenter in the following location:
 - Files>Compliance>Annual Reporting> {Select the year}>Form 100
 - The form must be in the folder above by January 31 and should be named "Owner's Certificate of Continuing Compliance"
 - The form must be completed in its entirety, include the owner's name, and be signed/dated by the owner. Staff cannot sign or initial changes for the owner.

Reminders & Tips

- Submissions should only be uploaded to the property's workcenter and will not be accepted if sent directly to WHEDA staff members.
- Be sure that the project name (not the owner's name) is listed in the "Project Name" field.
- Form 100s submitted with incorrect project numbers or names cannot be processed.
- Question 1a does not apply to Wisconsin properties and "False" should be checked.
- When answering question 16, if your property did not receive its credit allocation from the portion of credit set-aside by WHEDA for nonprofit organizations, check N/A.
 - If you respond "True" or "False", HTC Form 100 A1 must be completed and submitted as well.
 - A response of "False" indicates the development is not in compliance with the nonprofit set-aside requirements.
- When providing information on changes in ownership or management on page 4, only provide information that changed during the previous year.