# 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 e-mail. **Do not mail hard copies.**

- E-mail instructions:
    - Email to: [Form100@wheda.com](mailto:Form100@wheda.com)
    - In the e-mail subject line, enter: "Form 100 PROJ #_____"
        - If you are including more than one project, list each project number
    - Do not include anything other than Form 100s and Form 100 A1s in this e-mail
    - You will **not** receive a reply to your email confirming that we received it

- 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 sent to the email above 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. To ensure that you have the correct project number and name:
    - Log into your eWHEDA account here: [https://www2.wheda.com/nidp/app/login](https://www2.wheda.com/nidp/app/login)
    - Verify the project number and name via RCRS

- When answering question 12, if your property does not have a recorded Land Use Restriction Agreement (LURA), check N/A.

- When answering question 13, 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 "Yes" or "No", HTC Form 100 A1 must be completed and submitted as well.
    - A response of "No" indicates the development is not in compliance with the nonprofit set-aside requirements.

- When providing information on changes in ownership or management on page 3, only provide information that changed during the previous year or does not agree with the information in RCRS.