



**MaineHousing**  
Maine State Housing Authority

**ASSET MANAGEMENT  
NOTICE**

**2010-15**

**ISSUED: August 31, 2010**

**TO: Owners and Managers of Low-Income Housing Tax Credit (LIHTC) Properties**  
**FROM: Robert Conroy, Director of Asset Management**  
**US Department of Housing and Urban Development (HUD)**  
**and the Low-Income Housing Tax Credit (LIHTC)**  
**Tenant Data Collection Initiative**

MaineHousing is the LIHTC allocating and monitoring agency for the State of Maine. As described in the attached notice from HUD dated June 18, 2010, Congress passed the **Housing and Economic Recovery Act (HERA)** in July of 2008. This legislation directs HFAs (in this instance "MaineHousing") "to collect and submit to HUD, certain demographic and economic information on tenants residing in LIHTC-financed properties."

As noted in the attached HUD notice, Abt Associates Inc. has been contracted to assist in this data gathering initiative. MaineHousing staff has been working closely with Abt Associates, Inc. to ensure that the fields, format and content of our efforts match the technical requirements established. MaineHousing regrets the lateness with which our request has been issued, but we wanted to be sure we were approaching the task at hand correctly.

Under the provisions of this legislation, and at HUD's direction, MaineHousing is required to provide two groups of data **by September 30, 2010**:

1. Property specific information for each property Placed In Service (PIS) in calendar years 2008 and 2009.
2. Household specific information for tenants residing in LIHTC properties who live in rent/income restricted units.

This information is to be submitted to HUD in an electronic format following a prescribed schema and information fields.

As you are all well aware, MaineHousing's reporting requirements of Tenant Status Reports and Tenant Income Certifications has not required submission in any prescribed electronic format. Since MaineHousing does not have the data request in this initiative, compliance with this HUD requirement poses a significant body of work. We are asking owners/managers of LIHTC properties to assist us with this data collection initiative.

For all LIHTC properties that either use Microsoft Excel to track tenant information or that have an LIHTC electronic management application, we are requesting your assistance in the following manner:

1. Submit data for all households living in rent/income restricted units in each LIHTC property using the data from the ***Compliance Certification Tenant Status Report***,
2. Submit the data in a Microsoft Excel format or a Microsoft Word table format;
3. Submit the data for all units that were **occupied as of December 31, 2009**.
4. Submit the data to [LIHTCreporting@mainehousing.org](mailto:LIHTCreporting@mainehousing.org) **by Friday, September 10<sup>th</sup>**.

Any assistance that can be provided to MaineHousing is greatly appreciated.

The Housing and Economic Recovery Act (HERA) also has provisions which will impact the report of tenant information in the future. MaineHousing is working diligently to explore reporting options that will be beneficial to MaineHousing and its partners, while simultaneously addressing the reporting requirements of the HERA legislation. More information regarding changes in reporting requirements and document formats will be forthcoming in the next few weeks.

If you have any questions regarding MaineHousing's request for information, please contact either Kevin Rose, Portfolio Manager at 207-626-6423 or by email at [krose@mainehousing.org](mailto:krose@mainehousing.org) or Daniel Drost at 207-626-4623 or by email at [ddrost@mainehousing.org](mailto:ddrost@mainehousing.org). Both may also be reached by 1-800-452-4668 or by TTY at 1-800-452-4603.

**Again, MaineHousing is very grateful for any assistance that can be provided by its housing partners to fulfill the requirements of this initiative!**

**Attachments:**

*HUD Notice from Raphael W. Bostic, Ph.D., Assistant Secretary for Policy Development and Research – Dated June 18, 2010*

**MAINEHOUSING NONDISCRIMINATION NOTICE**

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status in the admission or access to, or treatment or employment in, its programs, and activities. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number (207) 626-4000 or 1-800-452-4668 (voice), or 1-800-452-4603 (TTY).





ASSISTANT SECRETARY FOR  
POLICY DEVELOPMENT AND RESEARCH

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-6000

JUN 18 2010

Mr. Bob Conroy  
Maine Housing  
353 Water Street  
Augusta, ME 04330-4665

Dear Mr. Conroy:

In July 2008, Congress passed the Housing and Economic Recovery Act (HERA), which directed the state housing finance agencies (HFAs) to collect and submit to the U.S. Department of Housing and Urban Development (HUD), certain demographic and economic information on tenants residing in Low-Income Housing Tax Credit (LIHTC)-financed properties. This statute also directed HUD to define the standards for this information collection, which HUD has recently completed. I have enclosed the forms and definitions outlining the information to be collected in this effort and request that you begin assembling the data for submission to HUD.

There are two parts to this data collection: tenant-specific information and property-specific information. The elements of each part are outlined and defined on the enclosed data collection forms. The collection of tenant data will cover all tenants residing in rent/income-restricted units as of December 31, 2009.<sup>1</sup> The property-specific information is required for all properties placed into service in 2008 and 2009. As you may recall, information on properties placed into service through 2007 was previously collected from your agency. However, we also request that you review the property information previously submitted by your agency for any omissions and include the information for these omitted properties as well. The previously submitted property information, containing properties placed into service through 2007, can be accessed at <http://lihtc.huduser.org/>.

HUD requests that this information be submitted by September 30, 2010<sup>2</sup>, although we encourage you to submit your data sooner, if possible.<sup>3</sup> Also, for this initial data submission, if tenant data was not already collected by property managers or through your agency's previous data collection efforts, HUD is not requiring HFAs or property managers re-contact tenants. However, we strongly encourage your agency to submit the information in full to the extent possible. Your attention to completeness is greatly appreciated.

Unlike HUD's previous data collection on LIHTC properties placed in service, tenant and property data must be transmitted to HUD electronically in XML formatted files. A file containing the XML schema and upload instructions will be e-mailed directly to your agency, specifically to the contacts your agency has provided to Abt Associates, who is assisting HUD.

<sup>1</sup> Units vacant on this date should be marked as indicated on the form.

<sup>2</sup> The tenant and property data files do not need to be submitted at the same time, although it would be preferred.

<sup>3</sup> Note that we anticipate a due date in the spring of 2011 for next year's data collection.

HUD is aware that this information collection represents a significant increase in reporting requirements related to the LIHTC program and that the capacity to fully comply with this mandate varies by state. Although Congress did not appropriate funds to support the costs associated with this new data collection, HUD has contracted with Abt Associates to assess the needs of your agency and assist where possible. Abt began contacting each HFA in March and will be available throughout the data collection to provide technical assistance.

If your agency has general questions regarding the data collection, you may contact Mike Hollar of my staff. For technical questions regarding the data collection, including electronic data conversion, database construction, file formatting, or data upload procedures, please contact Carissa Climaco of Abt Associates.

Mike Hollar  
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Thank you for your cooperation in this effort. We look forward to working with you to make this a successful effort.

Sincerely,



Raphael W. Bostic, Ph.D.  
Assistant Secretary for Policy  
Development and Research

Enclosures:

cc: Mr. Kevin Rose  
Mr. Daniel Drost