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SPECTRUM ENTERPRISES, INC.
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545 Shore Road
Cape Elizabeth, ME 04107
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December 1, 2008

To: All Hawaii Rental Housing Trust Fund (RHTF) Property Owners and Management Companies

From: Mr. Andrew Bowden, CFO and Partner, SPECTRUM Enterprises

RE: Compliance Monitoring – Year End Reporting

As we begin 2009 we will begin collecting submissions of annual reports for 2008 for all projects with Rental Housing Trust Fund financing. This submission is required by Section 5, Annual Certification, of each project's Declaration of Land Use Restrictive Covenants and by the Hawaii Housing Finance and Development Corporation (HHFDC). We have made every effort to make this submission process as easy and efficient as possible with the addition of tutorials on our website.

The following elements are required for submission. Please see page 3 of this letter for further submission instructions or visit our website <http://www.spectrumlihtc.com> for more information and tutorials.

1. **Annual Report- *Please note there is a Revised Annual Report downloadable at our website.*** The "RHTF Annual Report" may be downloaded from our website. It is to be completed, signed by a member of the ownership entity, and mailed to both our office and to Ms. Donna Ho at HHFDC. The RHTF Annual Report submission is required regardless of any other program participation.
2. **The 2008 Rental Housing Trust Fund Status Report-** The Spectrum Status Report is available for you to download from our internet web site. It is an Excel spreadsheet. Please enter move-in and most recent annual certification information for each household residing in each RHTF unit during the year 2008. Once completed please either mail or email to both our office and to Ms. Donna Ho at HHFDC. Should you have any questions when completing this form, please feel free to contact Lois Churchill at our Maine office at 207-767-8000, ext. 207.

Please note that for LIHTC projects with RHTF funding, the electronic Status Report database submission will satisfy reporting requirements for both programs as long as all set aside requirements are reported in the database.

3. **Utility Allowance Documentation-** Documentation from the source agency must be submitted to support the year 2008 utility allowances used at your property, if applicable.

Although the Declaration of Restrictive Covenants requires the submission of annual reporting materials on the anniversary of fund award, that requirement is being amended to require all end-of-year reporting materials be submitted by February 1 each year. Therefore, your submission is due by **February 1, 2009.**

Please take note that as an Owner, you are required to maintain all the information we are requesting. Untimely submissions will be reported to HHFDC. *Please note that monitoring fees are not required at this time. Additional information regarding fees will be forthcoming.*

Please e-mail the Status Report file to: info@spectrumlihtc.com. If you still need help please call our office at 207-767-8000.

Sincerely,

Andrew Bowden

SPECTRUM Enterprises

CC: Donna Ho, Hawii Housing Finance and Development Corporation
Lois Churchill, Director of Operations - State Monitoring

Submission Instructions for EOY 2008

How/Where to download the Spectrum Status Report Software:

Visit our website www.spectrumlihtc.com. Click on your state. Scroll down to EOY 2008 and click on the link “download Spectrum Status Report Software Here”. This will automatically pop up a download dialog box. Save the file to your desktop for easy access. A self-extracting Zip file will be created on your desktop. Close all other applications first, then open the downloaded Zip file. The Set Up will walk you through the installation process. If you need more instructions, visit our website for a tutorial.

Creating a new Database:

Only create a new Database if the property is new, i.e. recently placed in service. If you are creating a Database for the first time the Set Up window will open the first time you open the Spectrum Status Report Software. If the Software has been used or opened before there may be a Could Not Find File Error. That is normal. It means a file hasn't been created or linked to yet. Click OK and continue by selecting “Create New Database”. Create a file name that you will remember. Saving your file in a location you will remember is also recommended. Start by entering in all of your Property information, followed by the Building and Unit information. Try the Help button first if you have questions. If you don't find an answer to your question please feel free to call Spectrum for help.

How to find the Database on your Computer to send or update:

There are several methods you can use to find the database. You are looking for a file that ends with the extension **.mdb**. This is an Access file. If you have Access on your computer the file will look like a document with a red or yellow key icon.

If you have the Spectrum Status Report Software on your desktop open it. If you receive an error (cannot find file...) your file has either been moved, deleted or renamed. In this case, you may need to call Spectrum to receive the file previously submitted. If it opens with all of the most recently updated information, it is just a matter of finding the relevant file to email.

If you have the Spectrum Status Report open, and the correct information is there, select Help then About from the menu at the top of the screen. In the box with the blue writing you will see the location and name of the file you need to send. Close the software, find the file via the above location and email it when you are ready to submit.

If you cannot find your file through the Help/About method the first place to look is the default folder. Select My Computer/Local Disk C:/Program Files/Spectrum Status Report Folder. Look for .mdb files as mentioned above. A good way to double check if you have found the correct file is to look at the modified date. The most recent date is probably the correct file.

If the file is not saved in the default folder try doing a General Search. This is a great way of finding files. Select your Start button. Select search or find files or folders. Make sure you are searching on your C: Drive. In the search field type in *.mdb. The * is a wild card created by typing shift 8. Select search. Look for relevant file names such as property names or management companies.

Once you have found the correct file write down the location of that file or make a copy and put it on your desktop so that you can easily locate it. This will be the file you need to send/update and send for EOY 2006.

See our website for a tutorial about opening a file in the Spectrum Status Report Software.

How to send the Database:

Send the database via email to info@spectrumlihtc.com. As our email server often rejects large files and databases please “zip” the file prior to emailing. You may need a copy of WinZip to compress the file. You can download this free program from www.winzip.com. Unfortunately Spectrum cannot offer any technical support or help using WinZip. If you send via disk you MUST send it in a protected case.

How/Where to download the Owner Certificate of Continuing Program Compliance:

Visit our website www.spectrumlihtc.com and select your state from the left side bar. Scroll down to EOY 2008, and click the “download Owner Certificate Here” link. You can choose to download it in either Word or PDF format. Please be sure to have it signed and notarized before mailing. Faxed or Emailed copies will not be accepted.