December 30, 2015

To: All Massachusetts Low Income Housing Tax Credit Property Owners

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

RE: 2015 Year End Reporting

Dear LIHTC property Owner,

End of year documentation is due **March 15, 2016.** Every property is required to submit an Owner’s Certificate of Continuing Compliance (Owner’s certification) and a Unit History Report (Status Report Database) and proof of the utility allowances in use for the year in question (2015).

**REGARDING THE OWNER CERTIFICATION:**

1) Download the **current** version from our website www.spectrumlihtc.com .

2) PLEASE SUBMIT THIS REPORT ELECTRONICALLY to spectrumendofyear@gmail.com. Paper copies do NOT need to be mailed.

3) Question Xb has been added to aid in our monitoring of the 140% and Vacant Unit rules. If your property is 100% LIHTC, either answer is satisfactory. Multiple building properties may use both (you will be required to identify which method is used for each building).Your accountant should be able to provide you with accurate information if you are not certain.

4) The Owner Certification must be signed by an authorized agent of the ownership entity. Proof of same must be available. Managing agents are not authorized agents.

**REGARDING THE UNIT HISTORY REPORT:**

Paper copies are **NOT ACCEPTABLE** and will not be considered a timely submission.

1) The electronic report should contain unit events for 2015 and all prior years. Databases containing just 2015 data will not be accepted (unless it placed in service in 2015). Add the unit events for 2015 to the database submitted last year.

2) Review and update all owner and management contact information as needed.

**REGARDING UTILITY ALLOWANCE DOCUMENTATION:**

Documentation *from the source* must be submitted to support the year **2015** utility allowances used at your property, if applicable. This information should be scanned and submitted electronically with you Owner Certification.

Please take note that as an Owner, you are required to maintain all the information we are requesting, as per the Recordkeeping Requirements of Section 42 (26 CFR Part 1 1.42-5(b)). Untimely submissions may result in Form 8823 being issued.

**Software Support Contact: Paul Perpich at 517-277-0120.**

**All other EOY questions: Edward Clark at 207-767-8000 ext. 204.**

Sincerely,

Andrew Bowden

Andrew Bowden

SPECTRUM Enterprises

cc: Mark Siegenthaler, MA DHCD

 Management contact

**End of Year 2015 Software Instructions**

**GENERAL COMMENTS**

HUD has not added any additional data elements that need to be collected for the 2015 *Tenant Demographic Data Collection* cycle.

**However, they are now more stringently adhering to the requirement to submit more complete and accurate data which includes having the correct BIN format (see below).**

**User Notification Of Missing HUD Data**

The main screen will have additional columns in the *Property, Building and Unit* grids that will indicate where missing or incorrectly formatted HUD data can be located. The columns will have an X in them and be highlighted in blue to inform you. For example, if HUD data is missing from Unit 101 in Building MA-02-55555 then both the *Unit and Building* grid will display a blue highlighted X in corresponding rows in the both grids. The *Property* grid will also display a blue highlighted X. When all of the missing data is entered the blue highlighted Xs will be automatically removed.

There will be an additional **[Red Help]** button next to the existing Help button in the upper right hand corner of the main screen that will display extensive information about the new Blue highlights feature.

There is also a new set of reports that use the blue highlighting for missing HUD data. These reports are in addition to the existing reports.

**Building Identification Numbers (BINs)**

HUD is more stringently adhering to the requirement to submit correct BINs as reported on the IRS 8609 form.

In the *Building* form, version 4.0.0 introduced the **[Format Help]** button that provided information about the correct format building numbers should have. The updated software will now include ways to verify the BIN format and inform the user if it's not correct. While you will be able to save the building information with an incorrectly formatted BIN and submit the incorrect data to Spectrum for 2015 you will be notified of the problem. Consequently, the Building form now includes a button labeled **[Check BIN Format**] that will allow users to manually check the format. The software will also automatically check the BIN format when the building form is closed as well as when the report file is transferred to Spectrum.

**For 2014 and Earlier Data**

The 2014 data collection cycle is over and HUD is not requiring that you update any unit history data prior to 2015. The enhanced interface will only highlight data that is missing for unit events (TICs) with certification dates in 2015.

**DATA IMPORT**

The Spectrum EOY software is designed to comply with the .XML file standards that were created by the *National Affordable Housing Managers Association (NAHMA)*. The standards are intended to make the mandatory reporting requirements as easy to comply with as possible by *eliminating the need to double enter the data in both the management system as well as Spectrum's EOY database*.

Most management software (Vendors such as Boston Post (now MRI)/Yardi/RealPage etc.) design their software to comply with the .XML standard. If you are using a software management system in the daily operation of your property but have not been using the XML import process you should check with your software provider to see if the XML import feature is available on your system.

The most current version of NAHMA XML data standard is 3.1 which provides for the transfer of all the data elements HUD is requiring for 2015. If your management software is not utilizing version 3.1 we recommend that you contact your management software provider to see if it's available. The Spectrum EOY software will import data using the version 3.1 as well as all previous versions of the standard.