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December 16, 2011

To: All West Virginia Low Income Housing Tax Credit Property Owners
From: Mr. Andrew Bowden, CFO and Partner, SPECTRUM Enterprises
RE: Compliance Monitoring – 2011 Year End Reporting

As we begin 2012, we will be collecting the annual submission of year-end documentation for 2011. This submission is required by the Internal Revenue Service, as noted in Section 42 (26 CFR Part I-1.42-5 (c)) of the Internal Revenue Code, and by the West Virginia Housing and Development Fund (WVHDF). We have made every effort to make this submission process as easy and efficient as possible.

The process this year will be the same as last year, with the due date of **February 15th, 2012**.

The following elements are required for submission:

- 1. The 2011 LIHTC Status Report Software** – For all properties that successfully transmitted data last year the process is exactly the same. There is no need to download new software. For new properties placing in service in 2011 please download version 3.5.2 on the West Virginia page of our website www.spectrumlihtc.com. *Please see the attached instructions for further details.*

Please note:

- The Status Report Submission should contain unit events for **2009, 2010, and 2011**. Unless the property placed in service on a later date. **Incomplete submissions will not be accepted.**
- When creating a new property be sure to enter the move-in certification for each household. Even if the household moved into the property prior to 2011.
- Demographic data is *required* for all LIHTC households.
- Review and update all owner and management contact information as needed.
- Paper copies, either faxed or mailed, are **NOT ACCEPTABLE** and will not be

considered a timely submission.

2. **Owner's Certification-** Owner's Certificate of Continuing LIHTC Compliance for each tax credit property entitled "ANNUAL REPORT AND OWNER'S CERTIFICATE OF LIHTC PROGRAM COMPLIANCE" may be downloaded from our website www.spectrumlihtc.com . Please be sure you are sending the most recent certificate. PLEASE SUBMIT THIS REPORT TO US ELECTRONICALLY to spectrumendofyear@gmail.com.
3. **Utility Allowance Documentation-** Documentation *from the source* must be submitted to support the year 2011 utility allowances used at your property, if applicable. This information should be scanned and submitted electronically as well.

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 1.42-5(b)). Untimely submissions may result in Form 8823 being issued.

If you still need help, please email spectrumendofyear@gmail.com or call Cathy Turner at 207.767.8000 ext. 216.

Sincerely,

Andrew Bowden

SPECTRUM Enterprises

cc: Tammy Edelman, West Virginia Housing and Development Fund
Management contact

End of Year 2011 Software Instructions

GENERAL COMMENTS

If you submitted an End Of Year Database last year – just add new events to it. Don't create a whole new database.

Spectrum's End Of Year Software is simply a means for managers of LIHTC properties to put information into a database. The database is submitted to Spectrum for analysis. The analysis checks for compliance with incomes, rents, vacancies, annual certifications etc. It is also used to collect data that is now required to be provided to HUD. Spectrum provides this data to HUD at the behest of our state clients.

Our software is designed to comply with the .XML file standards that were created by NAHMA. The standards are intended to make the mandatory reporting requirements as easy to comply with as possible. Most management software (Vendors like Boston Post/Yardi/Realpage etc) also design their software to comply with the .XML standard.

The .XML standard was changed to accommodate the reporting requirements of HUD. HUD has now changed those reporting requirements (for reporting on 2012 events and later), as a result the .XML standard has now changed *again*. It may take a while before all of the software providers update their .XML files to match this new requirement.

As a result – there is a transition. Some of you may be affected by this. Most will not.

PROCEDURE FOR NEW USERS

General Overview

1) WITHOUT MANAGEMENT COMPANY SOFTWARE

- a. Download and install our software from www.spectrumlihtc.com
- b. Using our software- create Owners/Manager/Property/Building/Units/Unit Events as needed.
- c. Using our software- submit the newly created database to us electronically (or by the use of powerful magic).

2) WITH MANAGEMENT COMPANY SOFTWARE

- a. Download and install our software from www.spectrumlihtc.com
- b. Using our software- create Owners/Manager/Property/Building/Units as needed.
- c. Following their instructions, create an .XML file from your management company software
- d. Import the .XML file into our software
- e. Using our software- submit the newly created database to us electronically (or by the use of powerful magic).

PROCEDURE FOR OLD HANDS

General Overview

The current version of our software is version 3.5.1. EVERYONE should be using that version. It can be downloaded from our website www.spectrumlihtc.com

1) WITHOUT MANAGEMENT COMPANY SOFTWARE

- a. If everything worked well for you last year. You don't need to do anything differently. Just add unit events to your existing report file and transmit it to us electronically using our software.
- b. Did you have any BUILDINGS with a Placed In Service Date in 2011? If yes, you will find the current version of the software will not allow you to input a 2011 PISD. You can either leave the PISD BLANK (that's ok) or download version 3.5.2. It will be available the second week of January.

2) WITH MANAGEMENT COMPANY SOFTWARE

The XML Standard use by management system software vendors (e.g. Yardi, Real and Boston Post) to generate an XML file that can be imported into the Spectrum EOY report file has been upgraded to accommodate the HUD Demographic Data Collection mandate. It has gone from version 1.1 to version 2.0.

The current version 3.5.1 of the Spectrum software will not import XML version 2.0 files though it is expected that management systems will continue to support XML version 1.1. We don't have information on how the different XML versions will be presented in your management software so we can't advise you on their processes.

The version 3.5.2 upgrade to the Spectrum EOY software will seamlessly accommodate both version 1.1 as well as the newer 2.0 version of the software. While upgrading is not a requirement as long as you continue to generate version 1.1 XML files, we recommend you download version 3.5.2 if you'll be using the XML import feature. With version 3.5.2 you won't need to worry about which version of the XML standard your management software uses.

If you have any questions regarding this, please email Paul Perpich, our Director of software Development, directly at EOYHelp@SpectrumLIHTC.com

DETAILS! DETAILS! DETAILS!

~Downloading the software

If you need to download and install the software again please visit our website www.spectrumlihtc.com on or after January 4, 2012. Click on your state. Find the EOY 2011 section and click on the link *Spectrum Status Report Software XML*. This will automatically pop up a download dialog box. If the option to Save or Run is provided **do not run** the software from website. Save the file to your desktop and run it from there.

A file called *Spectrum Status Report XML (v3.5.2) UPDATE Install.exe* will be created on your desktop. Close all other applications first and then open the downloaded file. The setup program will walk you through the installation process.

~Creating a new database report file

Only create a new database file if the property is new, i.e. recently placed in service. When first opening the Spectrum software after installing it the “*Status Report File Setup – CREATE a New Report File*” window will be displayed. 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.

To create a new database, click ‘OK’ and then go to the *File* menu at the top of the main screen and select “*Open Report File*” and then select “*Create a New File Report*”. Create a file name that references the property(s) being reported and that you will remember. The new file will be automatically saved in the Spectrum program folder **C:\Program Files\Spectrum Status Report 2009**. Select “OK” to create the new report.

Start generating the new report file by entering in all of your Owner, Management and 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.

~Importing XML Data from a Different Software Application

There is a two step process to import (bring in) XML data from another software program into the Spectrum XML software.

- 1) The data must first be exported (sent out) of the management software.
- 2) The data is then imported (brought into) the Spectrum software.

If you are using a property management software application that supports XML data transfer you’ll need to contact that software provider for instructions on how to export data from the management system.

Once the XML data has been exported, the Spectrum XML software can then import it into either a new database or a previous database file you’ve been using.

To import XML data into a Spectrum report database go to the *File* menu at the top of the main screen and select “*Import XML Data*” and then select either “*Import XML Into a New File*” or “*Import XML Into an Existing Report File*”.

~Submitting your Database to Spectrum

To send the data directly to Spectrum, make sure you have a working internet connection and the report file you want to send is currently open. Then go to the *File* menu at the top of the screen and select “*Send Report File to Spectrum*”. In the “*Not Connected to Spectrum*” window select “*Send File to Spectrum*” to connect and send the report file.

Once the transfer process is complete, an email message will automatically be created that will indicate what the name of the file was (including the date sent) and what properties were included in it. You can add additional information to the email if you need to. **NOTE: The report file is not attached to the email because it has already been sent to Spectrum. The purpose of the email is simply to notify Spectrum that the file was sent.

IMPORTANT: You will need to manually select the *Send* command in your email program to actually send the file to Spectrum.

A “*Spectrum Transfer File Log*” window will also open to show you details about the file that was sent. **THIS IS YOUR ONLY RECEIPT THAT YOUR REPORT HAS BEEN SENT – we cannot verify over the phone or via e-mail that the status report has been received. If you need paper verification, print the screen on your computer.**

~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. Find the EOY 2011 section and click the “download Owner Certificate Here” link. You can choose to download it in either Word or PDF format. Please send the signed copy of this document electronically as well. We will, however, consider a mailed copy as a timely submission, should you send the hard copy instead. *Please note that you do not have to email and mail the certification, just use one method or the other.*

~TROUBLESHOOTING

How to find the Report file on your Computer to update

You are looking for a *Microsoft Access database file* with the name you gave it when it was originally created. Depending on how your computer is configured you may be able to see the three letter file extension **.mdb** that’s at the end of the file name that indicates an Access file.

If you have Access installed on your computer the file will look like a document with a red or yellow key icon. If your computer is not setup to show the three letter **.mdb** file extension or you don’t have Access installed on your computer contact your ‘tech support’ person. 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 then 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.

If you have the Spectrum Status Report XML software open, and all the correct property information is there, select *Help* then *About* from the menu at the top of the screen. In the “*Status Report File Name and Location*” box you’ll see the location and name of the file you need to send.

Proceed to *~Submitting your Database to Spectrum* and send the database as directed. If you cannot find your file through the *Help/About* method the first place to look is the Spectrum default program folder.

- Select *My Computer/Local Disk C:/Program Files/Spectrum Status Report XML 2009* (or *My Computer/Local Disk C:/Program Files/Spectrum Status Report 2002 for earlier version*).
- 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.

For help with technical problems with the software please contact us at EOYHelp@SpectrumLIHTC.com or Paul Perpich 517-277-0120

For any other questions please contact us at spectrumendofyear@gmail.com or 207-767-8000 x214.