

SPECTRUM SEMINARS, INC.
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SPECTRUM ENTERPRISES, INC.
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545 Shore Road
Cape Elizabeth, ME 04107
(207) 767-8000

January 31, 2012

To: All Wyoming HOME Property Owners

From: Andrew Bowden, CFO SPECTRUM ENTERPRISES, INC.

RE: Compliance Monitoring – 2011 Year End Reporting

It is time for your annual submission of 2011 year-end documentation. This submission is required by the U.S. Department of Housing and Urban Development (HUD) as noted in Part 92 of the HOME Investment Partnership Program and by the Wyoming Community Development Authority (WCDA). We have made every effort to make this submission process as easy and efficient as possible.

The following elements are required for submission:

1. **The 2011 HOME Report-** The form for entering end-of-year data is available for download from our web site at:

<http://www.spectrumlihtc.com>

Once at our site click on Wyoming, then choose End of Year and you will see the HOME Report to download. The file is in Excel format and the data should be entered directly into the spreadsheet. Be sure to read the instructions regarding Utility Allowances and Maximum Rent. Please include your project's HOME number on the form. Once completed please save the file under the property or management company name and email to spectrumendofyear@gmail.com. *Please report only one property per form.*

This report must be completed for all HOME properties and all questions must be answered for each building. Failure to complete each section will result in the report being rendered invalid and incomplete. If you have any questions or need assistance in completing these forms, please contact our office at the number listed below.

Please input ALL move-in, recertification, and move-out information from **1/1/2011 through 12/31/11** for each HOME-assisted unit. *Also, please indicate current contact and property information, and HOME number for the property at the top of the report. **Please submit separate reports for each property.***

2. **Utility Allowance Documentation-** Documentation from the source agency must be submitted to support the year 2011 utility allowances used at your property.

All end-of-year reporting must be submitted by **March 31, 2012**. Please return the Utility Allowance Documentation by mail to: **SPECTRUM Enterprises, Inc., C/O End of Year Submissions, 545 Shore Road, Cape Elizabeth, ME 04107** or scan and email to spectrumendofyear@gmail.com.

Please Note: It is the Owner's responsibility to ensure the timely submission of forms to SPECTRUM. Failure to return the requested information (as described) by the specified date is considered an issue of noncompliance and will result in a report of noncompliance being forwarded to WCDA. Though we make all efforts to keep Property Management agents apprised of submission requirements, responsibility falls ultimately upon the Owner entity that is our primary contact.

Following the deadline date, SPECTRUM shall submit all reports of noncompliance to WCDA. Please take note that as an Owner, you are required by law to maintain all the information we are requesting under Part 92 of the HOME Investment Partnership Program.

Thank you for your assistance. If you have any questions or issues regarding the above submission, please contact our office at 207-767-8000 for assistance, or inquire via e-mail at spectrumendofyear@gmail.com.

Sincerely,

Andrew Bowden

SPECTRUM Enterprises

cc: Gayle Brownlee, Wyoming Community Development Authority
Lois Churchill, Director of Operations, State Monitoring