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January 31, 2012

To: All Wyoming 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 Wyoming Community Development Authority (WCDA). We have made every effort to make this submission process as easy and efficient as possible with the addition of tutorials and frequently asked questions on our website.

The process this year will be the same as last year, with the due date of **March 31, 2012**.

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

1. **The 2011 LIHTC Software Status Report Software - Download the latest version of the Spectrum Status Report Software.** It is available for you to download from our web site [www.spectrumlihtc.com](http://www.spectrumlihtc.com). If you cannot locate your database from last year, see the attached instructions (also found on the website).

Paper copies, either faxed or mailed, are **NOT ACCEPTABLE** and will not be considered as a timely submission.

2. **Owner's Certification-** Owner's Certificate of Continuing LIHTC Compliance for each tax credit property may be downloaded from our website [www.spectrumlihtc.com](http://www.spectrumlihtc.com). Please be sure you are sending the most recent certificate. PLEASE SUBMIT THIS REPORT TO US ELECTRONICALLY at [spectrumendofyear@gmail.com](mailto:spectrumendofyear@gmail.com). This will save both trees and postage.
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 (to [spectrumendofyear@gmail.com](mailto:spectrumendofyear@gmail.com)).

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.

**For help with submissions please see the instructions or visit our website [www.spectrumlihtc.com](http://www.spectrumlihtc.com) for more information and tutorials. If you still need help please call our office at 207.767.8000.**

Sincerely,

*Andrew Bowden*

SPECTRUM Enterprises

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

# End of Year 2011 Software Instructions

~ Highlights for 2011 ~

1. **Buildings Placed in Service in 2011:** There is an Optional Maintenance Upgrade available to allow the entry of 2011 dates for the Building Placed in Service date and the Reporting Period: To and From dates. Dates after 12/31/2010 cannot be entered. Please read the instructions that are immediately below carefully. The upgrade is version 3.5.2 and will be available for download from the Spectrum website on January 4, 2012.
2. **XML Import Users:** There has been an update to the XML Standard used to import data into the Spectrum software. Please see the instructions in the section entitled ~XML IMPORT USERS on page 3 for details.
3. **No Other Changes:** Other than the Maintenance Upgrade there have not been any major changes to the EOY software for 2011 data collection. If you don't need the upgrade (see below) you can enter and submit EOY data the same way you did for 2010. If you are currently using version 3.5.1 we recommend that you upgrade to 3.5.2.

## Table of Contents:

Page 1: Highlights, Maintenance upgrade and downloading the Status Report Software.

Page 2: Creating a new database, importing data from another source and submitting your status report to Spectrum.

Page 3: XML Import upgrade, downloading and completing the Owners Certification and Troubleshooting (HELP).

## **~Maintenance Upgrade to fix Buildings Placed in Service date:**

### **DO Have Buildings Placed in Service in 2011**

If you have any buildings that were placed in service in 2011 **you have the option of downloading version 3.5.2** which is a maintenance upgrade. Follow the *How/Where to download the Spectrum Status Report Software* below. If you don't download the update you won't be able to enter a 2011 *Placed in Service* date.

If you'd rather not download the upgrade for 2011 you can add the new building to the report file and simply leave the *Placed in Service* date blank for the 2011 data collection cycle which is acceptable. There will be a required update for 2012 data after which you can enter the date.

### **DO NOT Have Buildings Placed in Service in 2011**

If you don't have any buildings placed in service in 2011 then you **don't need to download** the maintenance upgrade. You won't be able to add 2011 *Reporting Period: To and From* dates in the *'Information About This Property'* section date in the *Property* window which is acceptable. The To and From dates are not required to maintain compliance.

## **~How/Where to download the Spectrum Status Report Software:**

If you need to download and install the software again please visit our website [www.spectrumlihtc.com](http://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. If you need more instructions, visit our website.

### **~Creating a new Database**

Only create a new report file if the property is new, i.e. recently placed in service. If you are creating a report file for the first time the “*Status Report File Setup – CREATE a New Report File*” 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.

To create a new file, 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 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.

### **~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. The management software will export the XML data to a single file that is saved to your computer’s hard drive. The management software provider will provide the information about the file name and its location.

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

To import XML data into a Spectrum report file 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*”.

See our website for more detailed information on how to import XML data.

### **~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 screen on your computer or ask your ‘tech support’ person to help you with this feature.

## ~XML IMPORT USERS

There 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. 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 mentioned at the beginning of these instructions will seamlessly accommodate the newer 2.0 version of the software. While it's not a requirement, we recommend you download version 3.5.2 if you'll be using the XML import feature. With 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](mailto:EOYHelp@SpectrumLIHTC.com)

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

Visit our website [www.spectrumlihtc.com](http://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 step 6 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.

TIP: 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 2011.

If all else fails, please contact us at [spectrumendofyear@gmail.com](mailto:spectrumendofyear@gmail.com) or 207-767-8000 x214.