

**Multifamily Housing Notice 23-05**  
**May 11, 2023**

**To:** Developers, Sponsors and Local Housing Contacts

**From:** Pat Gill, Director of Tax Credit Compliance

**Re:** *2022 End of Year (EOY) Reporting –Portal Opens on May 17, 2023.  
Data Submission due not later than July 15, 2023.*

As the owner or sponsor of a property receiving an allocation of Low-Income Housing Tax Credits (LIHTC) you are required to upload certain tenant data and project data through a portal provided by the Maryland Department of Housing and Community Development, which data will ultimately be uploaded by the Department to HUD. Our portal's functionality will be the same as you experienced last year. For your convenience, in the event that you desire to revisit the Instructions for use of the portal you will find them at this link:

<https://dhcd.maryland.gov/HousingDevelopment/Documents/rhf/LTInstructionsEOYDataPortal.pdf>

**Properties Subject to EOY Data Submission.** A list of all properties subject to 2022 EOY Data Submission is provided under the category of “Low Income Housing Tax Credits Program Compliance Documents” at the following link:

<https://dhcd.maryland.gov/housingdevelopment/pages/mflibrary.aspx#info>

**Timing for EOY Data Submission.** The portal will be ready to receive your data uploads on May 17, 2022. All uploads must be completed by close of business on July 15, 2023. The following link will take you to the portal, but it will not be accessible for your use until May 17, 2023:

<https://apps.dhcd.state.md.us/LIHTCApplication/Home/Login>

### Instructions for Use of the Portal.

The portal will allow importing of NAHMA XML files version 3.1 or greater. The property name must be included in the file name. NAHMA 1.1 will not be accepted by the system. In lieu of an XML file there is a manual data entry option. The portal will not accept Excel files. ID numbers provided to you for any previous year's upload are no longer functional. Passwords from previous years are also no longer functional. Should you receive any error messages, encounter problems or have questions while using our portal please email your concerns to:

[lihtc.application@maryland.gov](mailto:lihtc.application@maryland.gov)

Please note: An electronic letter will be sent out on or about **May 15, 2022**, regarding submission of the Owner's Certificate of Continuing Program Compliance (OCCPC) for the period January 1, 2022 through December 31, 2022. That letter will also include the annual monitoring fee invoices for Tax Credit Compliance, and reminders regarding submission of completed 8609's and annual updates of Utility Allowances.

Additional Notices will be circulated on a regular basis regarding Tax Credit Compliance Monitoring. Please make sure appropriate individuals within your organization are signed up to receive Multifamily Notices as outlined below.

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#### *IMPORTANT NOTICE REGARDING EMAILING OF MULTIFAMILY NOTICES*

*Multifamily Housing issues periodic notices (such as the one above) to announce new initiatives, provide important news, announce funding round deadlines, significant application changes, bond program amendments, and other key dates and facts on our website and by email only. You can subscribe to receive Multifamily Housing Notices at the following link:*

<http://dhcd.maryland.gov/HousingDevelopment/Pages/About.aspx>

*Notices are posted to the DHCD website at the following location:*

<http://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx>