Multifamily Housing Notice 25-8

April 8, 2025

To: Developers, Sponsors and Local Housing Contacts

From: Alvin Lawson, Director, Multifamily Operations

Re: *2024 End of Year (EOY) Reporting –Portal Opens on May 16, 2025. Data Submission due not later than June 20, 2025.*

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. If you desire to revisit the Portal Instructions you will find them on our website.

Properties Subject to EOY Data Submission

Two (2) versions of the same list of all properties subject to 2024 EOY Data Submission are provided under the category of "Low Income Housing Tax Credits Program Compliance Documents" in the Multifamily Library on our website. One version of the list is alphabetized by property name while the other version is organized by the MD Number for each such property. Please review each such list so that we can avoid problems with property name changes (AKA's). When using the portal, please use the same property names in the list. Also, while using the portal, please use the MD Number provided in the lists.

Timing for EOY Data Submission

The portal will be ready to receive your data uploads on May 16, 2025. All uploads must be completed by close of business on June 20, 2025. The following link will take you to the portal, but it will not be accessible for your use until May 16, 2025.

Maryland
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary

7800 Harkins Road • Lanham, MD • 20706
dhcd.maryland.gov

Wes Moore, Governor
Aruna Miller, Lt. Governor

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.

Usernames or emails provided to you for any previous year's uploads are no longer functional. Passwords from previous years are also no longer functional.

To get started, click the link to the portal on the page above. The landing page is called "Log In". Click the "Register" link in the header then follow the instructions. The portal will then deliver the username and password for this year. Each registered property will have its own unique username and password. Should you receive any error messages, encounter problems or have questions while using our portal please email your concerns to:

lihtc.application@maryland.gov

Please note: An electronic letter will be sent out on or about May 15, 2025, regarding submission of the Owner's Certificate of Continuing Program Compliance (OCCPC) for the period January 1, 2024 through December 31, 2024. 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 on DHCD's website.

Notices are posted to the Multifamily Library on DHCD's website.

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