

## Multifamily Housing Notice 19-04

March 12, 2019

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

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

**Re:** **Low Income Housing Tax Credit (LIHTC) Compliance Monitoring Update  
End of Year (EOY) Reporting – Data Submission Due May 31, 2019**

Properties that have received an allocation of Low Income Housing Tax Credits (“LIHTC”) are subject to Compliance Monitoring requirements outlined in the State of Maryland Qualified Allocation Plan (“QAP”) and in Section 42 of the Internal Revenue Code.

In the past, the Department of Housing and Community Development (“the Department”) relied on Spectrum Enterprises to complete most of the compliance monitoring duties. The contract between Spectrum Enterprises and the Department expired on January 1, 2019, and this work is now being completed by the Department.

One element of the Compliance Monitoring requirements is that property owners must submit information on an annual basis that enables the Department to furnish information to the U.S. Department of Housing and Urban Development (“HUD”) in accordance with Section H.3 of the QAP and the Housing and Economic Recovery Act of 2007. This “End of Year Reporting” requires that property owners provide information in an electronic format that the Department can then consolidate and submit to HUD. In previous years, this data was provided to Spectrum Enterprises. This data will now be submitted to the Department.

Accordingly, the Department hereby notifies property owners of those properties that are identified in the attached listing that the required End of Year Reporting information must be submitted to the Department by May 31, 2019.

The process for submitting the End of Year Reporting data is as follows:

1. For all property managers with National Affordable Housing Management Association (“NAHMA”) compliant software such as Yardi, Boston Post (now MRI), RealPage, etc., please upload an XML file to the Department’s Secure FTP site in accordance with the attached instructions for LIHTC units only. The XML file should be in the same format as the file that was submitted to Spectrum in 2018. Please upload one XML file per property.
2. For all property managers without NAHMA compliant software please complete the attached Excel spreadsheet for all household members within a LIHTC unit. Please upload one Excel file per property, and use one sheet per building/BIN within the Excel file. Once the spreadsheet(s) are completed please upload the file(s) to the Department’s Secure FTP site (see attached instructions).
3. Please note, the Department’s Secure FTP site will not work with Internet Explorer 11; please use version 10 or earlier, or Google Chrome.

If you have any technical questions or problems related to the Secure FTP site or attached Excel spreadsheet, please contact Matt Cremen at [matt.cremen@maryland.gov](mailto:matt.cremen@maryland.gov).

If you have any other questions regarding LIHTC End-of-Year Reporting please email me at [patrick.gill@maryland.gov](mailto:patrick.gill@maryland.gov).

Please note: A Notice will be sent within the next few weeks regarding submission of the Owner’s Certificate of Continuing Program Compliance (OCCPC) for the period January 1, 2018 through December 31, 2018. Invoices for the annual Compliance Monitoring Fee will be sent by the end of the month.

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. Also, you can find more information regarding Tax Credit Compliance Monitoring (including archived Notices) at the following website:

<https://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx#info>

Thank you.



MARYLAND DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT

## DHCD MULTIFAMILY HOUSING UPDATES

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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>



Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor



Maryland Department of Housing  
and Community Development  
Kenneth C. Holt, Secretary  
Tony Reed, Deputy Secretary

