

Multifamily Housing Notice 20-6

June 1, 2020

To: Developers, Sponsors and Local Housing Contacts

From: Patrick Gill, Director of Tax Credit Compliance

Re: *Corrected - Low Income Housing Tax Credit (LIHTC Compliance Monitoring Update*
End of Year (EOY) Reporting – Data Submission due on July 31, 2020

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 has been substantially upgraded since last year. The purpose of this correspondence is to address your questions regarding the following: 1) which projects are subject to the EOY Data Submission requirement for calendar year 2019; 2) timing for such data uploads, and 3) use of the portal.

Properties Subject to EOY Data Submission. Properties subject to EOY Data Submission are listed 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 June 15, 2020. All uploads must be completed by July 31, 2020. The following link will take you to the portal: <https://apps.dhcd.state.md.us/LIHTCApplication/Home/Login>.

Instructions for Use of the Portal.

The new LIHTC Tenant Demographic Information System for year-end reporting to HUD will be available for uploads by Property Managers on June 15, 2020. This system replaces the uploading of files to the SFTP site that was used last year. The new system will allow importing of NAHMA XML files version 3.1 or greater (and must have the property name included in the file). NAHMA 1.1 will not be accepted by the system. In lieu of an XML file



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there is a manual data entry option. **The portal will not accept Excel files this year. Any ID number provided to you for last year's upload is no longer operable.**

Instructions are available on each section/screen of the application (Login, Registration, Property, Building, Unit, Event, Tenant, and Submit). If you would like to review the instructions prior to the launch of the system, they can be accessed at the following link: <https://dhcd.maryland.gov/HousingDevelopment/Documents/rhf/LTInstructionsEOYDataPortal.pdf>.

While using the system if you receive any errors, encounter problems or have questions please email your concerns to: **lihtc.application@maryland.gov**

Please note: An electronic letter 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, 2019 through December 31, 2019. The letter will also include the annual monitoring fee billing invoices for Tax Credit Compliance.

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>

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:

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