



# California Tax Credit Allocation Committee

## 2016 Project Ownership Profile Form

### Electronic Filing Form

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#### **OVERVIEW**

Welcome to the electronic Project Ownership Profile (POP) Form. This electronic form is a Microsoft Excel spreadsheet that will expedite entry of project data into CTCAC's database. You must have Microsoft Excel in order to use the form. One spreadsheet must be completed for each property in the initial federal compliance period as well as those in the extended use period and must be **submitted by Monday, March 20, 2017.**

***! Please do not make any changes to the spreadsheet or convert the Excel file to another file format.***

***! Please do not include more than one spreadsheet per workbook.***

#### **GETTING STARTED**

Go to <http://www.treasurer.ca.gov/ctcac/compliance/aoc/index.asp> and scroll down the page to the link: Project Ownership Profile Form.

- For Microsoft Internet Explorer Users, right click on the link and choose "Save Target As..." and save the file to your hard drive.
- For Mozilla Firefox Users, right click on the link and choose "Save Link As..." and save the file to your hard drive.
- For Google Chrome Users, right click on the link and choose "Save Link As..." and save the file to your hard drive.

Open the file from the computer's hard-drive and enter the required information (see detailed instructions on the following pages).

If you have any questions or difficulties using this electronic form, please contact Tina Johnson at (916) 651-0344.

# Data Entry Information

The POP spreadsheet is protected to reduce problems associated with format changes and the addition and deletion of cells. Input only the data requested in the light blue cells. The following instructions will help you complete the POP accurately and correctly.

California Tax Credit Allocation Committee Project Ownership Profile (POP) 2016			
CURRENT owner and management company contact info.			
1. Use the <TAB> key to Navigate Fields. 2. If the TCAC number or Property Name does not appear in the list below, contact Tina Johnson at (916) 651-0344. 3. Complete all information in Light Orange fields below.			
PROJECT			
1	CTCAC Number / Name:	<input type="text"/>	← Select property from the Dropdown Box
2	Address:	<input type="text"/>	
	City:	State:	Zip:
	County:	<input type="text"/>	
3	Onsite Phone:	Onsite Fax:	Date Form Completed:
PARTNERSHIP/OWNER			
4	Partnership/Owner Name:	<input type="text"/>	
	Partnership Tax ID:	<input type="text"/>	
	Managing General Partner Name:	<input type="text"/>	
	Parent Company Name:	<input type="text"/>	
	Address:	<input type="text"/>	
	City:	State:	Zip:
	Contact Name:	Email:	
	Phone:	Fax:	
5	Administrative General Partner Name:	<input type="text"/>	
	Parent Company Name:	<input type="text"/>	
	Address:	<input type="text"/>	
	City:	State:	Zip:
	Contact Name:	Email:	
	Phone:	Fax:	
MANAGEMENT COMPANY			
6	Management Company:	<input type="text"/>	
	Address:	<input type="text"/>	
	City:	State:	Zip:
	Contact Name:	Email:	
	Phone:	Fax:	

Figure 1

- 1 Project CTCAC #:** Select the *CTCAC Number/Name* from the dropdown box. The fields in white (address, city, state, zip and county) will automatically be filled in. Since names are sometimes similar for different CTCAC properties, confirm the address to ensure the POP reflects the correct property.

**! Important**

You can only make a selection from the dropdown box. You cannot type information in this field. If your property name or CTCAC number does not appear on the list, contact the owner to confirm the correct CTCAC number. If this does not resolve the problem, contact Tina Johnson at (916) 651-0344.

- 2 **Project Address:** This information is entered automatically based on the property chosen in the drop down menu above. Confirm that the information is correct. If this information is incorrect, contact Tina Johnson at (916) 651-0344.
- 3 **Project Information:** Enter the telephone and fax number for the onsite manager. For the *Date Form Completed*, please enter the date the POP form was prepared.
- 4 **Partnership/Owner:** The *Partnership/Owner Name* is entered automatically based on the property chosen from #1 above. Confirm that the information is correct. If this information is incorrect or has changed, contact Tina Johnson at (916) 651-0344.

**! Important**

*The Partnership Tax ID MUST match CTCAC's records for the ownership of the property. It is the responsibility of the owner to contact CTCAC immediately if there are any changes to the OWNERSHIP and/or Tax ID for the property.*

**If the Tax ID has changed, for those projects in the 15 year Federal Compliance Period, CTCAC is required to file an IRS form 8823 showing a change in ownership of the property.**

*If you are unsure of the Tax ID number, contact the owner of the property. CTCAC cannot disclose the Tax ID number without a written request from the owner.*

**Also, if the same management contact information is being provided in the partnership/owner information, CTCAC may request power of attorney documentation to verify authority.**

- 5 **Managing GP & Administrative GP Information:**
- Enter the requested information for the owner.  
Managing General Partner: this entity is responsible for the day to day operations of a tax credit project.
- Administrative General Partner: this entity is responsible for ensuring the financial feasibility of a project.

Please note: These two sections must be completed thoroughly, you cannot use “N/A” or “same as” in either the Managing/Administrative General Partner sections or leave blank. If they are one in the same, you must complete each section with the same information.

**6 Management:**

Enter the requested information for the current Management Company.

Please note: CTCAC is requesting that you provide your management company’s official name under heading Management Company. CTCAC will require that you utilize the same Management Company name for all LIHTC projects managed by your firm (no deviations). In the past, CTCAC has received POP forms with slight variations in management company name and this will no longer be allowed.

## **FINISHING A PROJECT**

After correctly entering all of the information in the POP save the file with a meaningful name that includes the CTCAC number and/or property name.

*Example: CA-2005-999 POP*

## **SUBMITTING A POP FORM**

There are 2 options for submitting the POP (choose only 1 option):

- Email the completed POP forms to [TCAC@treasurer.ca.gov](mailto:TCAC@treasurer.ca.gov) **or**;
  - i. Sending CTCAC a CD is no longer an option in 2017, if you are submitting forms for multiple projects (more than 20). Please send POP forms in multiple emails to [TCAC@treasurer.ca.gov](mailto:TCAC@treasurer.ca.gov) **or**;
- Only those projects with no computer access submit a hard copy of the POP form(s) to the attention of: Tina Johnson at 915 Capitol Mall, Room 485, Sacramento, CA 95814.