



# California Tax Credit Allocation Committee

## 2022 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, April 3, 2023.**

- ! *Please do not make any changes to the spreadsheet or convert the Excel file to another file format.*
- ! *POP's in the form of a PDF will be rejected.*
- ! *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 Julio Villanueva at [Julio.Villanueva@treasurer.ca.gov](mailto:Julio.Villanueva@treasurer.ca.gov).

# 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-green cells. The following instructions will help you complete the POP accurately and correctly.

California Tax Credit Allocation Committee Project Ownership Profile (POP) 2022			
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 Julio Villanueva at (916) 653-4277. 3. Complete all information in Light Green fields below. 4. Once completed, please email to: tcac@treasurer.ca.gov 5. PLEASE DO NOT INCLUDE ANY AOC's WITH POP EMAILS			
PROJECT			
1	CTCAC Number / Name:		← Select property from the Dropdown Box
2	Address:		
	City:	State:	Zip:
	County:		
3	Onsite Phone:	Onsite Fax:	Date Form Completed:
PARTNERSHIP/OWNER			
4	Partnership/Owner Name:		
	Partnership Tax ID:		
	Managing General Partner Name:		
	Parent Company Name:		
	Address:		
	City:	State:	Zip:
	Contact Name:	Email:	
	Phone:	Fax:	
5	Administrative General Partner Name:		
	Parent Company Name:		
	Address:		
	City:	State:	Zip:
	Contact Name:	Email:	
	Phone:	Fax:	
MANAGEMENT COMPANY			
6	Management Company:		
	Address:		
	City:	State:	Zip:
	Contact Name:	Email:	
	Phone:	Fax:	

Figure 1

- 1 **Project CTCAC #:** Select the *CTCAC Number/Name* from the dropdown box. Once the CTCAC number/name is selected, the fields in white (address, city, state, zip and county) will auto-fill. Since names are similar for different CTCAC properties, please confirm the address to ensure the POP reflects the correct property.

**! Important**

You may 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 *Julio Villanueva* at [Julio.Villanueva@treasurer.ca.gov](mailto:Julio.Villanueva@treasurer.ca.gov).

- ② **Project Address:** This information is entered automatically based on the property chosen in the drop-down menu above. Confirm the information is correct. If this information is incorrect, contact Julio Villanueva at [Julio.Villanueva@treasurer.ca.gov](mailto:Julio.Villanueva@treasurer.ca.gov).
- ③ **Project Information:** Enter the telephone and fax number for the onsite manager. If there is no fax number, please use 000-000-0000. 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 it does not match, contact Julio Villanueva at [Julio.Villanueva@treasurer.ca.gov](mailto:Julio.Villanueva@treasurer.ca.gov).

**! 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. To notify CTCAC of ownership changes, please contact David McDaniels at (916) 651-6035.**

*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 the same as 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 tax credit project.

*Please note:* These two sections must be completed fully. **You cannot use “N/A” or “same as” or leave blank the Managing/Administrative General Partner sections.** If they are one in the same, you must still 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 accepted.

### **FINISHING THE POP FORM**

After completing the information on the POP, save the file with the CTCAC project number and name as shown below:

*Example: CA-2005-999 Happy Place Apartments - POP*

### **SUBMITTING A POP FORM**

**There is now only 1 option for submitting the POP form(s) to CTCAC:**

- Email the completed form(s) to [TCAC@treasurer.ca.gov](mailto:TCAC@treasurer.ca.gov)
  - i. The email must have a subject title of “**2022 POP(s).**”
  - ii. The email must include the contact person name, email address and phone number.
  - iii. POP’s in the form of a PDF will be rejected.
  - iv. POP’s mailed to CTCAC will also be rejected.

If you still have unanswered questions or have problems downloading the form, please contact Julio Villanueva at [Julio.Villanueva@treasurer.ca.gov](mailto:Julio.Villanueva@treasurer.ca.gov).

Thank you for your cooperation.