



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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DATE: February 7, 2024

TO: Low-Income Housing Tax Credit Project Management Companies

FROM: California Tax Credit Allocation Committee – Compliance Section

RE: Annual Owners Certification Package for Reporting Year 2023 – Part I

The California Tax Credit Allocation Committee (CTCAC) is pleased to announce that the Annual Owners Certification (AOC) Package is now available on our website at:

<http://www.treasurer.ca.gov/ctcac/compliance/aoc/index.asp>.

For the Year 2023 reporting, the AOC package will continue to consist of four (4) reports: AOC form, Project Ownership Profile (POP) form, Annual Operating Expense (AOE) form and the Lender Profile (LP) form. One submission of the AOC package per property is required for projects in the initial federal 15-year compliance period, as well as those in the extended-use period. The package will be divided into two parts, with two distinct submission dates, as follows:

The 2023 AOC Package Part I - Due April 1, 2024:

- AOC Form **(each email must consist of only one form per project via PDF)**
- POP Form (email via *Excel*, one project per workbook)
***Please DO NOT include AOC attachments and POP attachments in the same email. They must be emailed separately.**
- Part I Submission
 - Owners of projects:
 - **Email the AOC form(s) to TCAC@treasurer.ca.gov**

- i. The AOC email **MUST HAVE**:
 - 1. Contact name of person completing form(s)
 - 2. Subject title of email must be: **2023 AOC(s) – Part I**
 - ii. The AOC form **MUST HAVE**:
 - 1. Project name from AOC drop down list
 - 2. Notary
- Email the POP form(s) to TCAC@treasurer.ca.gov
 - i. The POP form **MUST**:
 - 1. **BE FILLED OUT COMPLETELY – BLANK FIELDS WILL CAUSE REJECTION OF ENTIRE POP**
 - 2. **BE IN THE FORM OF AN EXCEL FILE. POP's sent in the form of a PDF or any form other than Excel will be immediately rejected.**
 - 3. Have a subject title of: **2023 POP(s)**

The 2023 AOC Package Part II – Due on June 3, 2024

- Part II Submission

- The AOE and LP forms will be available online on or after April 1, 2024

If you have any questions or problems downloading or submitting the AOC package Part I, please contact Julio Villanueva by email at Julio.Villanueva@treasurer.ca.gov.

Any questions downloading or submitting the AOC package Part II, please contact Jerry Yang by at Jerry.Yang@treasurer.ca.gov.