



## CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

---

915 Capitol Mall, Suite 485  
Sacramento, CA 95814  
p (916) 654-6340  
f (916) 654-6033  
www.treasurer.ca.gov/ctcac

### MEMBERS

JOHN CHIANG, CHAIRMAN  
State Treasurer

BETTY YEE  
State Controller

MICHAEL COHEN  
Director of Finance

### EXECUTIVE DIRECTOR

Mark Stivers

**DATE:** April 11, 2018

**TO:** Low Income Housing Tax Credit (LIHTC) Project Owners and Management Companies

**FROM:** Rose Guerrero – Compliance Section Chief, CTCAC

**RE:** 2017 HUD Tenant Demographic Data Collection

### **2017 Tenant Demographic Data Collection**

The California Tax Credit Allocation Committee (CTCAC) would like to update project owners and management companies on CTCAC's efforts to comply with California's Tenant Demographic Data Collection requirements. In 2018, CTCAC's contractor will continue to be Spectrum Enterprises. As of April 16, 2018, users will be allowed to submit the tenant data to Spectrum. The data collected will be for all LIHTC households in a project as of December 31, 2017 and will be based off the following submission schedule:

#### **Data Submission Schedule**

Final deadline for the submission of **2017** data to Spectrum – May 31, 2018

- ***Please note: In 2018, CTCAC reserves the right to assess an initial monetary fine to the project owner if submission is past this due date.***

To submit tenant data for the 2017 data collection cycle, use the same Spectrum software that you previously downloaded and installed to complete the 2016 data collection cycle. If the software is still resident on your computer(s) all you need to do is start it in the normal manner and it will be automatically updated for the 2017 collection cycle. If you don't have the Spectrum software currently installed at your site it can be installed from Spectrum's website at <http://www.spectrumlihtc.com/states/california/>.

It is still essential that owners and managers submitting the data have the correct BIN number formatting. CTCAC requires the BIN's in the following format:

- When issuing a BIN, CTCAC guidelines dictate a BIN as CA-YY-PPPNN which follows the IRS rules and where YY is the last 2 digits of the allocation year, PPP is the project application ID and NN is the building number within the project (01, 02, 03, etc.).

Please refer to Spectrum's website at <http://www.spectrumlihtc.com/states/california/> for more information regarding the 2017 tenant demographic data collection. If you have any additional questions regarding support, accessing your previous year's files, or if this is the first time you will be installing the Spectrum Software, please contact Paul Perpich with Spectrum at (517) 277-0120 or at [HUDHelp@SpectrumLIHTC.com](mailto:HUDHelp@SpectrumLIHTC.com). If you have any other questions, please contact Pheng Moua, Program Analyst with TCAC at 916-654- 6402 or at [pheng.moua@treasurer.ca.gov](mailto:pheng.moua@treasurer.ca.gov) or Elizabeth Gutierrez-Ramos, Compliance Program Manager with TCAC at 916-651- 0410 or at [egutierrez@treasurer.ca.gov](mailto:egutierrez@treasurer.ca.gov).