Instructions and Documentation

LIHTC Data Spreadsheet Exporting Tool

Version 4

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Introduction

The U.S. Department of Housing and Urban Development (HUD) maintains the HUD National Low Income Housing Tax Credit (LIHTC) Database. In July 2008, Congress passed the Housing and Economic Recovery Act (HERA), which directed state housing finance agencies (HFAs) administering the LIHTC Program to collect and submit to HUD certain demographic and economic information on tenants residing in LIHTC-financed properties. The first round of tenant-level data collection began in July 2010, when HUD sent a request to state HFAs administering the LIHTC Program for project and tenant-level data for LIHTC properties placed in service through 2009, including data on tenants in LIHTC developments as of December 31, 2009. Subsequent rounds of data collection have requested data for LIHTC properties placed in service through 2011. HUD is currently collecting LIHTC Program project and tenant-level data for LIHTC properties placed in service through 2012, including data on tenants in LIHTC developments as of December 31, 2012.

LIHTC project and tenant-level data are to be compiled and placed into an XML format, and the XML files are to be uploaded to HUD. XML, eXtensible Markup Language, is a format designed to structure, store, and transport data, although XML is not a format by which to display data. With XML, data are embedded and tagged in a text file. A software application is needed to define and read the tags and process the data. HUD has defined the data and the tags for the XML files through project and tenant data schema files posted at the HUD LIHTC Tenant Data Collection upload site.

To assist with the LIHTC data collection, Abt Associates Inc. and Pyramid Systems, Inc. have developed an MS Excel-based spreadsheet tool to compile LIHTC project and tenant data and to place the data into XML format for uploading and submission to HUD. Once the LIHTC data are placed into the data spreadsheet, a series of macros can be run to create and export an XML file of the LIHTC data. The resulting XML file can be reviewed and then uploaded and submitted to HUD. This document summarizes the use of the ***LIHTC Data Spreadsheet Exporting Tool (version 4)***, MS Excel spreadsheets to compile LIHTC project and tenant data then export the data into XML files for submission to HUD. **Version 4 of the spreadsheet tool incorporates changes made to the needed xml file based on revisions made through August 2013 to the project and tenant data schemas**.

This document includes:

1. A summary of the files needed for the XML export process.
2. Step-by-step instructions to use the spreadsheet tools to create and export LIHTC data XML files.
3. Spreadsheet tool data notes, instructions for formatting the input LIHTC project and tenant level data.
4. Current HUD National LIHTC Database project and tenant data collection forms.

The ***LIHTC Data Spreadsheet Exporting Tool*** was created by Pyramid Systems Inc. under subcontract to Abt Associates Inc. For questions or additional information about the ***LIHTC Data Spreadsheet Exporting Tool***, please contact Carissa Climaco at Abt Associates Inc., carissa_climaco@abtassoc.com.

1. Data and Documentation Files

This document focuses on the use of the ***LIHTC Data Spreadsheet Exporting Tool***. The files that comprise this tool were developed using Microsoft (MS) Office 2007. To use the tool, users need:

- Client work station running Windows XP and above.
- Microsoft Excel 2007 and above with macros enabled.

1.1 Data Files Needed

The data files that comprise the tool include:

HUD LIHTC Data Form 2013.xls – This file includes the worksheets and columns labeled and formatted for the input LIHTC project and tenant data. Project-level information should be placed on the *Project Data* tab. Tenant-level information should be placed on the *Tenant Data* tab. Users may rename this spreadsheet, and project and tenant data may be kept in separate spreadsheets. Data may also be placed in multiple spreadsheets. However, users should not add, delete, or move columns in the spreadsheet.

LIHTC.xlsm – This file includes the macros and the macro buttons that create and output the resulting XML files of LIHTC project and tenant data.

The XML schema files (XSD files) that define the HUD National LIHTC Database data fields and elements are also needed to run the export tool. The files are available at the HUD LIHTC Tenant Data Collection upload site. While access to upload data is limited to registered users, all files needed to prepare to upload data are available without logging into the site:

http://www.huduser.org/portal/LIHTCXmlUpload.html

The schema files include:

NLIHTCDatabaseDataCollectionForm_2013.xsd – This in the LIHTC project data schema file.

NLIHTCTenantDataCollectionForm_2013.xsd – This is the LIHTC tenant data schema file.

1.2 Documentation Files

There are a number of documentation files that describe and define the LIHTC data requested by HUD. These documents include the OMB-approved data collection forms, LIHTC data XML documentation, and the spreadsheet tool data notes.

For the data collection being conducted in 2013, some revisions were made to the data forms and data schemas. Users who were familiar with previous versions of the ***LIHTC Data Spreadsheet Exporting Tool (versions 1-3)*** should review the summary of clarifying revisions to better understand the changes made to the ***LIHTC Data Spreadsheet Exporting Tool (version 4)***.

1.2.1 OMB-Approved Data Collection Forms

The OMB-approved data collection forms are available for download at the HUD LIHTC Tenant Data Collection upload site. The forms provide data descriptions and instructions.

HUD LIHTC Database Data Collection Form (LIHTC_Project_Data_Form_2013.pdf) – This form includes the project-level data collected for the HUD National LIHTC Database. This form is included in Section 4 of this document.

HUD LIHTC Tenant Data Collection Form (LIHTC_Tenant_Form_2013.pdf) – This form includes the tenant-level data collected for the HUD National LIHTC Database. This form is included in Section 4 of this document.

As needed, revised and additional instructions regarding changes and clarification to data descriptions, instructions, and other data collection procedures will be posted at the HUD LIHTC Tenant Data Collection upload site.

1.2.2 XML Documentation

The XML Documentation provides information on each of the data elements to be compiled and submitted to HUD in the XML file. The documentation lists data element names, data element formats, whether elements are required, and values to use to signify missing data. For the most part, the OMB-Approved Data Collection Forms and the XML Documentation together will provide the information needed to format the allocating agency LIHTC project and tenant data. Exceptions are noted in the spreadsheet tool data notes.

The XML documentation (LIHTC_XML_Documentation_06042013.pdf) includes information for both the LIHTC project and the LIHTC tenant data and is available for download at the HUD LIHTC Tenant Data Collection upload site. This documentation is updated as needed.

Tenant Form XML Documentation – LIHTC Data Collection (Tenant Schema) – Data element names and formatting as listed in the tenant data schema.

Project Form XML Documentation – LIHTC Data Collection (Project Schema) – Data element names and formatting as listed in the project data schema.

1.2.3 Revisions for 2011 Data Collection

For data collection undertaken in 2011, minor changes were made to the HUD LIHTC Data Collection forms and upload site. The changes to the data forms were mainly to clarify definitions and field names to better convey or explain the data being collected. No new data fields were added to the data collection forms. Changes to the upload site added a way for users to signify whether an uploaded file was a final submission and also made improvements to the error reports generated for each uploaded submission.

1.2.4 Revisions for 2012 Data Collection

Minor changes were made for the data collection undertaken in 2012. The changes included additional code options for some tenant data fields and new maximum values for certain income and rent data. For the project data, additional codes were added for data on rental assistance contracts. All requested address data should now be submitted as one field, combining the house number and street name. Additional clarification has also been provided for dates in PIN and BIN formats. No new data fields were added to the data collection forms.

1.2.5 Revisions for 2013 Data Collection

Data collection for 2013 included new and revised questions on both the property and tenant forms. On the tenant form, questions were clarified to collect income restrictions and rent restrictions that fall below the set-aside election of 60 percent or 50 percent of area median income. Data on the amount of rental assistance should now be separated into Federal and non-Federal rent assistance amounts. A question was added to the tenant form to indicate the program source of Federal rent assistance.

On the project form, questions were added to collect information on use of the Tax Credit Exchange Program (TCEP) and funds from the Tax Credit Assistance Program (TCAP). A question was also added on the use of HUD Multifamily financing or rental assistance and for the iREMS (Integrated Real Estate Management System) identifier.

There were also changes made in the instructions for identifying missing data. In general, missing dollar amounts should be set to “-1”. Set-aside elections of 50 percent should be coded as “1” and set-aside elections of 60 percent should be coded as “2”. Other missing codes that were not previously specified have been set to “9”. A summary of the changes to the HUD LIHTC Data Collection forms and upload site for the 2013 data collection (Changes_to_HUDs_LIHTC_Data_Collection_Forms_2012_Data_05302013.pdf) are available at the HUD LIHTC Tenant Data Collection upload site.

1.3 Spreadsheet Tool Data Notes

Section 3 of this document contains the spreadsheet tool data notes. The purpose of the spreadsheet tool data notes is to identify XML data elements by spreadsheet column and to document how certain data elements, namely those that are the result of multiple choice and yes/no questions, need to be formatted before exporting into the XML file. As noted above, the OMB-Approved Data Collection Forms and the XML Documentation together will provide the information needed to format the allocating agency LIHTC project and tenant data. To use the ***LIHTC Data Spreadsheet Exporting Tool***, some of the data elements need slightly different formatting before the data can be exported to the XML format. These special data instructions are listed in the *Notes* column.

2. Spreadsheet-to-XML Instructions

2.1 Data Preparation

To use the ***LIHTC Data Spreadsheet Exporting Tool***, data need to be placed in electronic format and setup in the columns presented in the spreadsheet, **HUD LIHTC Data Form 2013.xlsx**. This spreadsheet may be renamed, and data may be placed in multiple files. However, project data need to be kept on the tab named *Project Data*, and tenant data need to be kept on the tab named *Tenant Data*. The spreadsheets also need to include one row of data per project and one row of data per unit. Columns should not be added to, deleted from, or moved within the spreadsheet.

In preparing the data, users should refer to the OMB-approved data collection forms (found in Section 4), the LIHTC data XML documentation, and the spreadsheet tool data notes (found in Section 3) to see how the data need to be formatted for the spreadsheet.

2.2 Special Data Notes

Tenant and Project Numbers

In the *Project Data* tab, Project Numbers need to be entered into column A. In the *Tenant Data* tab, Tenant Numbers need to be entered into column A. These can be a sequential numbering of the data records. The Project and Tenant Numbers are needed to differentiate records in the XML file.

PIN Format

The Project Identification Number or PIN is requested on both the project and tenant data collection forms. The PIN should be the identifier used by the allocating agency submitting data to identify the LIHTC development. For allocating agencies that do not have an established ID method to identify LIHTC projects, HUD recommends using the following format, using hyphens to separate each part of the PIN:

Two-letter State Postal Abbreviation - Tax Credit Allocation or Award Year - First Two Digits of the BIN (Building Identification Numbers), assuming those digits are project specific for that tax credit allocation or award year.

For example, a LIHTC project placed in service in Connecticut, allocated low income housing tax credits in 2012, and with a BIN with the first two digits of “01” could have a PIN of CT-12-01.

BINs in the Project Data

The spreadsheet data columns were based on the data collection forms. Because the project data collection form used in the previous round of data collection allowed up to six BINs (Building Identification Numbers) for each project record, there were only six columns set up in the *Project Data* tab. The revised data collection form now only includes room for two BIN numbers, but it also added space to list the related building addresses. **The spreadsheet tool allows for up to 12 BIN numbers and related building addresses. For projects with more than 12 BINs and building addresses to report, users should create a separate document with the additional (seventh and**

later) BINs and building addresses to send to HUD. The additional BIN and building address data will be incorporated into the LIHTC project record at a later stage of data processing.

All BINs should be in this specified a format, using hyphens to separate each part of the BIN:

Two-letter State Postal Abbreviation - Tax Credit Allocation or Award Year – Five-Digit Numbering Designation

For example, a LIHTC project placed in service in Connecticut, allocated low income housing tax credits in 2012 may have a PIN of CT-12-01023.

Codes/Values for Missing Data

As noted in the LIHTC data XML documentation, many of the data fields are required. For many of these fields, a specific code or value needs to be entered where data are missing. In using the ***LIHTC Data Spreadsheet Exporting Tool***, users may either enter the specified missing codes and values where data are missing, or leave the cell blank. The spreadsheet tool will automatically enter the missing data codes for blank cells in creating the XML files.

Multiple Choice Questions

For the multiple choice questions, each response has its own column in the spreadsheet tool. To specify a response, the user should enter a "Y" in the appropriate column. All other entries will be treated as a non-selected response.

Yes/No Questions

Similar to the multiple choice questions, the "yes" response and the "no" response each has its own column in the spreadsheet tool. To specify "yes" for a given question, the user should enter a "Y" in the given question's "yes" column. To specify "no" for a given question, the user should enter an "N" in the given question's "no" column.

Yes/No Codes for the LIHTC Data Spreadsheet Exporting Tool Compared to HUD LIHTC Data Schemas

As noted in the LIHTC data XML documentation, codes and values have been defined for the XML file to be submitted to HUD. The convention for Yes/No questions is 1=Yes and 2=No. With the ***LIHTC Data Spreadsheet Exporting Tool***, the convention is Y=Yes and N=No. For questions that were represented on the data collection forms as a single checkbox – for example, Vacant Unit on the tenant data form, specific target populations on the project data form – a "Y" will indicate "yes," as if the box were checked. All other input values or a blank field will indicate the box was not checked, and will be interpreted as missing.

Checking the XML File

Once the user has run the ***LIHTC Data Spreadsheet Exporting Tool*** and created the needed XML files, users wishing to check the file are encouraged to validate the file against the schema. If software is not available to validate the xml file against the schema, submitting the file to the upload site will also check for validation against the schema file. The upload site will also run some other internal data checks. Whether or not the upload site reports errors in the file, users have the option to delete the uploaded file and resubmit another file.

As noted earlier, changes have been made to the upload site, adding a way for users to signify whether an uploaded file was a final submission. Improvements have also been made to the error reports generated for each uploaded submission.

2.3 Creating the XML Files

Specific instructions to use the ***LIHTC Data Spreadsheet Exporting Tool*** are presented below.

To create the LIHTC Project Data XML file, see Exhibit 2-1.

To create the LIHTC Tenant Data XML file, see Exhibit 2-2.

One xml file will be created for each spreadsheet of project or tenant data. For example, if there are five spreadsheets of tenant data, and the user specifies all five spreadsheets in the exporting process, five xml files of tenant data will be created. Similarly, if there are three spreadsheets of project data, and the user specifies all three spreadsheets in the exporting process, three xml files of project data will be created.

2.3.1 Instructions to Create the LIHTC Project Data XML File

Exhibit 2-1. LIHTC Project Data Exporter

Step #	Procedure
1	Create a folder and label it with a name of your choosing.
2	Save the file *LIHTC.xlsm* in the folder you created in step #1.
3	In the folder you created in step #1, create a new folder and name it Original Excel files.
4	In the folder you created in step #1, create a new folder and name it Generated Project files.
5	Complete the project sheet in the *HUD LIHTC Data Form 2013.xls* with as much information as possible, and save to the Original Excel files folder you created in step #3. Note: For every project entered, add a number in column A in the *HUD LIHTC Data Form 2013.xls*, starting with 1 and continuing sequentially. Separate new projects by starting on a new row in the spreadsheet. Alternatively, it is also possible to save one *HUD LIHTC Data Form 2013.xls* for each individual project
6	Save the XML Schema file in the Generated Project files folder you created in step #4.
7	Open the document *LIHTC.xlsm*.
8	Click the Export Project Data from Excel to XML button. Note: You must enable Excel Macros before proceeding to export. To enable macros follow the steps listed here: 1. Click the Microsoft Office Button, then click Excel Options. 2. Click Trust Center, click Trust Center Settings, and then click Macro Settings. 3. Click the option you want (recommended choice: Disable all macros except digitally signed macros). 4. Quit Microsoft Excel, then reopen the document *LIHTC.xlsm*.
9	After clicking the text from step #8, a pop-up window appears with the message, "This procedure will extract Project Data from EXCEL and export to XML. It requires the following data: 1. A path to Project Data EXCEL file 2. A name of the EXCEL file 3. A path to XML file Are you ready to proceed?" When ready to proceed click the Yes button. If not ready, click No.
10	If Yes was clicked in step #9, a pop-up window opens with the message, "1. Enter the path of the EXCEL file:" Enter the path of the Original Excel files folder. Then, click OK.
11	A pop-up window opens with the message, "2. Enter the name of an individual EXCEL file: (leave it blank if you want to export all EXCEL files)." Enter the name of an individual excel file you saved in the Original Excel files folder in step #3, or leave it blank if you would like to export all Excel files saved in the folder Original Excel files. Then, click OK.
12	A pop-up window opens with the message, "3. Enter the path of the XML file:" Enter the path of the Generated Project files folder you created in step #4. Then, click OK.
13	A pop-up window opens with the message, "# xml file(s) created. Process finished." Where "#" will show the number of xml files created. Then, click OK. Note: To view the XML files created, open the Generated Project files folder.

2.3.2 Instructions to Create the LIHTC Tenant Data XML File

Exhibit 2-2. LIHTC Tenant Data Exporter

Step #	Procedure
1	Create a folder and label it with a name of your choosing.
2	Save the file LIHTC.xlsm in the folder you created in step #1.
3	In the folder you created in step #1, create a new folder and name it Original Excel files.
4	In the folder you created in step #1, create a new folder and name it Generated Tenant files.
5	Complete the tenant sheet in the HUD LIHTC Data Form 2013.xls with as much information as possible, and save to the Original Excel files folder you created in step #3. Note: For every tenant entered, add a number in column A in the HUD LIHTC Data Form 2013.xls, starting with 1 and continuing sequentially. Separate new tenants by starting on a new row in the spreadsheet. Alternatively, it is also possible to save one HUD LIHTC Data Form 2013.xls for each individual tenant.
6	Save the XML Schema file in the Generated Tenant files folder you created in step #4.
7	Open the document, LIHTC.xlsm.
8	Click the Export Tenant Data from Excel to XML button. Note: You must enable Excel Macros before proceeding to export. To enable macros follow the steps listed here: 1. Click the Microsoft Office Button, then click Excel Options. 2. Click Trust Center, click Trust Center Settings, and then click Macro Settings. 3. Click the option you want (recommended choice: Disable all macros except digitally signed macros). 4. Quit Microsoft Excel, then reopen the document, LIHTC.xlsm.
9	After clicking the text from step #8, a pop-up window appears with the message, "This procedure will extract Tenant Data from EXCEL and export to XML. It requires the following data: 1. A path to Tenant Data EXCEL file 2. A name of the EXCEL file 3. A path to XML file Are you ready to proceed?" When ready to proceed, click the Yes button. If not ready, click No.
10	If Yes was clicked in step #9, a pop-up window opens with the message, "1. Enter the path of the EXCEL file:" Enter the path of the Original Excel files folder. Then, click OK.
11	A pop-up window opens with the message, "2. Enter the name of an individual EXCEL file: (leave it blank if you want to export all EXCEL files)." Enter the name of an individual excel file you saved in the Original Excel files folder in step #3, or leave it blank if you would like to export all Excel files saved in the folder Original Excel files. Then, click OK.
12	A pop-up window opens with the message, "3. Enter the path of the XML file:" Enter the path of the Generated Tenant files folder you created in step #4. Then click OK.
13	A pop-up window opens with the message, "# xml file(s) created. Process finished." Where "#" will show the number of xml files created. Then, click OK. Note: To view the XML files created, open the Generated Tenant files folder.

3. Spreadsheet Tool Data Notes

This section includes exhibits identifying XML data elements by spreadsheet column and documenting how certain data elements, namely those that are the result of multiple choice and yes/no questions, need to be formatted before exporting into the XML file.

Exhibit 3-1 includes spreadsheet tool data notes for the LIHTC project data. Exhibit 3-2 includes spreadsheet tool data notes for the LIHTC tenant data.

3.1 Project Data Notes

Exhibit 3-1. Project Data Notes for Spreadsheet Tool

Column		Notes	Related Schema Element
-	*Please note that spreadsheet data input may be different from what is listed in the schema. The spreadsheet will convert these codes and output the default/missing values to create a file that will validate when checked against the schema for HUD LIHTC project data collection.*		
-	*Some data collection form questions include separate columns for "Yes" and "No" responses. A "Y" in the "Yes" column will signify a "Yes" response, and a "N" in the "No" column will signify a "No" response.*		
A	Project Number	Please be sure to setup the Project Numbers, a unique or sequential numbering of project records, to distinguish the project records for the xml file.	
B	State	Entry of State is required.	State
C	Allocating Agency Name	Entry of Allocating Agency Name is required.	AllocatingAgencyName
D	Project Identifying Number		PIN
E	Project Name	Entry of Project Name is required.	ProjectName
	Project Address		ProjectAddress
F	Urbanicity Code	This field will be blank for all properties except those in Puerto Rico.	Urb

Column		Notes	Related Schema Element
G	House Number and Street Name	Entry of House Number and Street Name is required. Address should be standardized without unnecessary punctuation.	Street
H	City	Entry of City is required.	City
I	State	Entry of State is required.	State
J	ZIP Code		Zipcode
	Building Identification Numbers (BIN) and Addresses		BINAndBINAddress
K	BIN #1	The first BIN should be for the address listed above as the representative project address. This project address should be repeated below as data for the first building. BINs should be formatted *ST*-99-99999, where ST is the state abbreviation, followed by a 2-digit allocation year and a 5-digit numbering designation.	BIN (1st building)
L	Street (#1)		Street (1st building)
M	City (#1)		City (1st building)
N	ZIP Code (#1)		Zipcode (1st building)
O	BIN #2		BIN (2nd building)
P	Street (#2)		Street (2nd building)
Q	City (#2)		City (2nd building)
R	ZIP Code (#2)		Zipcode (2nd building)
S	BIN #3		BIN (3rd building)
T	Street (#3)		Street (3rd building)
U	City (#3)		City (3rd building)

Column	Notes	Related Schema Element
V	ZIP Code (#3)	Zipcode (3rd building)
W	BIN #4	BIN (4th building)
X	Street (#4)	Street (4th building)
Y	City (#4)	City (4th building)
Z	ZIP Code (#4)	Zipcode (4th building)
AA	BIN #5	BIN (5th building)
AB	Street (#5)	Street (5th building)
AC	City (#5)	City (5th building)
AD	ZIP Code (#5)	Zipcode (5th building)
AE	BIN #6	BIN (6th building)
AF	Street (#6)	Street (6th building)
AG	City (#6)	City (6th building)
AH	ZIP Code (#6)	Zipcode (6th building)
AI	BIN #7	BIN (7th building)
AJ	Street (#7)	Street (7th building)
AK	City (#7)	City (7th building)
AL	ZIP Code (#7)	Zipcode (7th building)
AM	BIN #8	BIN (8th building)
AN	Street (#8)	Street (8th building)
AO	City (#8)	City (8th building)
AP	ZIP Code (#8)	Zipcode (8th building)
AQ	BIN #9	BIN (9th building)
AR	Street (#9)	Street (9th building)
AS	City (#9)	City (9th building)
AT	ZIP Code (#9)	Zipcode (9th building)
AU	BIN #10	BIN (10th building)
AV	Street (#10)	Street (10th building)

Column		Notes	Related Schema Element
AW	City (#10)		City (10th building)
AX	ZIP Code (#10)		Zipcode (10th building)
AY	BIN #11		BIN (11th building)
AZ	Street (#11)		Street (11th building)
BA	City (#11)		City (11th building)
BB	ZIP Code (#11)		Zipcode (11th building)
BC	BIN #12		BIN (12th building)
BD	Street (#12)		Street (12th building)
BE	City (#12)		City (12th building)
BF	ZIP Code (#12)		Zipcode (12th building)
		To report BINs and addresses on more than 12 buildings, please create a separate document to submit to HUD that includes data on the thirteenth and later buildings.	
	Owner/Owner's Representative		OwnersRepresentative
BG	First Name		Firstname
BH	Last Name		Lastname
BI	Company Name		CompanyName
	Owner/Owner's Representative/Company Address		
BJ	House Number and Street Name		Street
BK	City		City
BL	State	Entry of State is required.	State
BM	ZIP Code		Zip
BN	Company Telephone Number		Telephone

Column		Notes	Related Schema Element
BO	Annual Amount of Tax Credits Allocated		AnnualTaxCreditsAllocated
BP	Number of Total Units		TotalUnits
	Number of Total Units by Size		TotalUnitsBySize
BQ	0BR		ZeroBR
BR	1BR		OneBR
BS	2BR		TwoBR
BT	3BR		ThreeBR
BU	4+BR		FourOrMoreBR
BV	Total		Total
BW	Number of Low Income Units	Entry of Number of Low Income Units is required.	LowIncomeUnits
	Elected rent/income ceiling:		ElectedIncomeCeilingForLowIncomeUnits
BX	50 pct AMGI	Y=50 pct AMGI	PercentAMGI
BY	60 pct AMGI	Y=60 pct AMGI	PercentAMGI
	Are any units set aside to have rents below the elected rent/income ceiling?		RentsBelowTheElectedIncomeCeiling
BZ	Y	Y=Yes, units are set-aside to have rents below the set-aside election	IsUnitsSetAside
CA	N	N=No, units are NOT set-aside to have rents below the set-aside election	IsUnitsSetAside
CB	If yes, how many units?		NumberOfUnits
CC	Year Placed in Service		YearPlacedInService
CD	Year Project Received Allocation or Bond Issued		YearProjectReceivedAllocationOrBondIssued
	Type		

Column		Notes	Related Schema Element
CE	New Construction		Type
CF	Rehab		Type
	Credit Percentage		
CG	9% (70% pv)	Y=9 pct	CreditPercentage
CH	4% (30% pv)	Y=4 pct	CreditPercentage
CI	Both	Y=Both 9 pct and 4 pct	CreditPercentage
CJ	TCEP	Y=TCEP	CreditPercentage
	Non-Profit Sponsor?		
CK	Y	Y=Yes, LIHTC project has a non-profit sponsor	HasNonProfitSponsor
CL	N	N=No, LIHTC project DOES NOT have a non-profit sponsor	HasNonProfitSponsor
	Increased basis for QCT, DDA or other HERA-based designation?		
CM	Y	Y=Yes, LIHTC project received a basis boost for locating in a QCT or DDA	HasQualifiedCensusTractDifficultDevelopmentAreaOrHERA_BasedDesignation
CN	N	N=No, LIHTC project DID NOT receive a basis boost for locating in a QCT or DDA	HasQualifiedCensusTractDifficultDevelopmentAreaOrHERA_BasedDesignation
	Tax Exempt Bond Financing?		
CO	Y	Y=Yes, LIHTC project received tax-exempt bond financing	HasTaxExemptBondFinancing
CP	N	N=No, LIHTC project DID NOT received tax-exempt bond financing	HasTaxExemptBondFinancing
	HUD Multi-Family financing/rental assistance?		
CQ	Y	Y=Yes, LIHTC project received assistance through HUD multi-family financing/rental assistance	HasHUDMFFinancingorRA

Column		Notes	Related Schema Element
CR	N	N=No, LIHTC project did not receive assistance through HUD multi-family financing/rental assistance	HasHUDMFFinancingorRA
CS	HUDPropertyID		HasHUDMFFinancingorRA
	RHS 514 Loan?		FmHA_Section514Loan
CT	Y	Y=Yes, LIHTC project received an RHS 514 loan	Has514Loan
CU	N	N=No, LIHTC project DID NOT receive an RHS 514 loan	Has514Loan
CV	RD Loan #		RDLoanNumber_514
	RHS 515 Loan?		FmHA_Section515Loan
CW	Y	Y=Yes, LIHTC project received an RHS 515 loan	Has515Loan
CX	N	N=No, LIHTC project DID NOT receive an RHS 515 loan	Has515Loan
CY	RD Loan #		RDLoanNumber_515
	RHS 538 Loan?		FmHA_Section538Loan
CZ	Y	Y=Yes, LIHTC project received an RHS 538 loan	Has538Loan
DA	N	N=No, LIHTC project DID NOT receive an RHS 538 loan	Has538Loan
DB	RD Loan #		RDLoanNumber_538
	HOME funds?		HOMEFunds
DC	Y	Y=Yes, LIHTC project received HOME funds	HasHOMEFunds
DD	N	N=No, LIHTC project DID NOT receive HOME funds	HasHOMEFunds
DE	IDIS Activity ID		IDISActivitID
DF	Amount		HOMEFundsDollarAmount

Column		Notes	Related Schema Element
	TCAP funds?		
DG	Y	Y=Yes, LIHTC project received TCAP funds	HasTCAPFunds
DH	N	N=No, LIHTC project DID NOT receive TCAP funds	HasTCAPFunds
DI	IDIS Activity ID		IDISActivitID
DJ	Amount		TCAPFundsDollarAmount
	TCEP funds?		
DK	Y	Y=Yes, LIHTC project received TCEP funds	HasTCEPFunds
DL	N	N=No, LIHTC project DID NOT receive TCEP funds	HasTCEPFunds
DM	Amount		TCEPDollarAmount
	CDBG Funds?		CDBGFunds
DN	Y	Y=Yes, LIHTC project received CDBG funds	HasCDBGFunds
DO	N	N=No, LIHTC project DID NOT receive CDBG funds	HasCDBGFunds
DP	IDIS Activity ID		IDISActivitID
DQ	Amount		CDBGFundsDollarAmount
	FHA/Risk Sharing Loan?		FHAOrRiskSharingLoan
DR	Y	Y=Yes, LIHTC project received an FHA/Risk Sharing loan	HasFHALoan
DS	N	N=No, LIHTC project DID NOT receive an FHA/Risk Sharing loan	HasFHALoan
DT	Loan #		FHALoanNumber
	Part of a HOPE VI development?		HOPE_VI_development

Column		Notes	Related Schema Element
DU	Y	Y=Yes, LIHTC project is part of a HOPE VI development	IsFormPartOfHOPE
DV	N	N=No, LIHTC project is NOT part of a HOPE VI development	IsFormPartOfHOPE
DW	Amount		HOPEDollarAmount
	Target a specific population?		SpecificPopulation
DX	Y	Y=Yes, LIHTC project targeted a specific population	IsTargettingSpecificPopulation
DY	N	N=No, LIHTC project DID NOT target a specific population	IsTargettingSpecificPopulation
DZ	Families	Y=Yes, LIHTC project targeted families	Families
EA	Elderly	Y=Yes, LIHTC project targeted elderly	Elderly
EB	Disabled	Y=Yes, LIHTC project targeted disabled	Disabled
EC	Homeless	Y=Yes, LIHTC project targeted homeless	Homeless
ED	Other	Y=Yes, LIHTC project targeted other specific populations	Other
EE	Other Specified		OtherSpecified
	Have a federal or state project-based rental assistance contract?		
EF	Federal	Y=Yes, LIHTC project has a federal project-based rental assistance contract	ProjectBasedRentalAssistanceContract
EG	State	Y=Yes, LIHTC project has a state project-based rental assistance contract	ProjectBasedRentalAssistanceContract

Column		Notes	Related Schema Element
EH	Neither	Y=Yes, LIHTC project DOES NOT have a federal or state project-based rental assistance contract	ProjectBasedRentalAssistanceContract
EI	Section8 Contact Number		ProjectBasedSection8ContractNumber

3.2 Tenant Data Notes

Exhibit 3-2. Tenant Data Notes for Spreadsheet Tool

Column		Notes	Related Schema Element
-	*Please note that spreadsheet data input may be different from what is listed in the schema. The spreadsheet will convert these codes and output the default/missing values to create a file that will validate when checked against the schema for HUD LIHTC tenant data collection.*		
-	*Some data collection form questions include separate columns for "Yes" and "No" responses. A "Y" in the "Yes" column will signify a "Yes" response, and a "N" in the "No" column will signify a "No" response.*		
A	Tenant Number	Please be sure to setup the Tenant Numbers, a unique or sequential numbering of tenant records, to distinguish the tenant records in the xml file.	TenantNumber
B	Certification Type	Certification Type is required. 1=Initial Certification 2=Recertification 3=Other	CertificatonType
C	Other Specified		OtherDescription
D	Effective Date		EffectiveDate
E	LIHTC Qualification Date		LIHTCQualificationDate
	PART I. DEVELOPMENT DATA		DevelopmentData
F	Property Name	Entry of Property Name is required.	PropertyName

Column		Notes	Related Schema Element
G	Project Identifying Number (PIN)		PIN
H	Building Identification Number (BIN)	BINs should be formatted *ST*-99-99999, where ST is the state abbreviation, followed by a 2-digit allocation year and a 5-digit numbering designation.	BIN
	Address		Address
I	Urbanicity Code	This field will be blank for all properties except those in Puerto Rico.	Urb
J	House Number and Street Name	Entry of House Number and Street Name is required. Address should be standardized without unnecessary punctuation.	Street
K	City	Entry of City is required.	City
L	State	Entry of State is required.	State
M	Zip Code		PostalCode
N	Unit Number	Entry of Unit Number is required.	UnitNumber
O	Bedrooms	Entry of Bedrooms is required.	Bedrooms
	PART II. HOUSEHOLD COMPOSITION		
P	Vacant Unit	Y=Yes	IsVacant
	HH Mbr #1		
Q	Last Name		LastName (for HHMbr #1)
R	First Name		FirstName (for HHMbr #1)
S	Middle Initial		MiddleInitial (for HHMbr #1)

Column		Notes	Related Schema Element
T	Relationship To Head Of Household	H=Head of Household S=Spouse A=Adult co-tenant O=Other family member C=Child (including unborn child of pregnant household member) F=Foster child or Foster Adult L=Live-in caretaker N=None of the above	RelationshipToHeadOfHousehold (for HHMbr #1)
U	Race	Multiple codes allowed (i.e., 12, 24, 24, etc.) 1=White 2=Black/African American 3=American Indian/Alaska Native 4=Asian 5=Native Hawaiian/Other Pacific Islander 6=Other 7=Did not respond	Race (for HHMbr #1)
V	Ethnicity	1=Hispanic or Latino 2=not Hispanic or Latino 3=Did not respond	Ethnicity (for HHMbr #1)
W	Disabled?	Y=Yes N=No 3=Did not respond	IsDisabled (for HHMbr #1)
X	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #1)
Y	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #1)
Z	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #1)
	HH Mbr #2		

Column		Notes	Related Schema Element
AA	Last Name		LastName (for HHMbr #2)
AB	First Name		FirstName (for HHMbr #2)
AC	Middle Initial		MiddleInitial (for HHMbr #2)
AD	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #2)
AE	Race	See Race for HHMbr #1.	Race (for HHMbr #2)
AF	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #2)
AG	Disabled?	See “Disabled?” for HHMbr #1.	IsDisabled (for HHMbr #2)
AH	Date of Birth (MM/DD/YYYY)		DOB (for HHMbr #2)
AI	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #2)
AJ	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #2)
	HH Mbr #3		
AK	Last Name		LastName (for HHMbr #3)
AL	First Name		FirstName (for HHMbr #3)
AM	Middle Initial		MiddleInitial (for HHMbr #3)
AN	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #3)
AO	Race	See Race for HHMbr #1.	Race (for HHMbr #3)
AP	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #3)
AQ	Disabled?	See “Disabled?” for HHMbr #1.	IsDisabled (for HHMbr #3)
AR	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #3)
AS	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #3)
AT	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #3)
	HH Mbr #4		
AU	Last Name		LastName (for HHMbr #4)
AV	First Name		FirstName (for HHMbr #4)

Column		Notes	Related Schema Element
AW	Middle Initial		MiddleInitial (for HHMbr #4)
AX	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #4)
AY	Race	See Race for HHMbr #1.	Race (for HHMbr #4)
AZ	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #4)
BA	Disabled?	See “Disabled?” for HHMbr #1.	IsDisabled (for HHMbr #4)
BB	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #4)
BC	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #4)
BD	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #4)
	HH Mbr #5		
BE	Last Name		LastName (for HHMbr #5)
BF	First Name		FirstName (for HHMbr #5)
BG	Middle Initial		MiddleInitial (for HHMbr #5)
BH	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #5)
BI	Race	See Race for HHMbr #1.	Race (for HHMbr #5)
BJ	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #5)
BK	Disabled?	See “Disabled?” for HHMbr #1.	IsDisabled (for HHMbr #5)
BL	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #5)
BM	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #5)
BN	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #5)
	HH Mbr #6		
BO	Last Name		LastName (for HHMbr #6)
BP	First Name		FirstName (for HHMbr #6)
BQ	Middle Initial		MiddleInitial (for HHMbr #6)

Column		Notes	Related Schema Element
BR	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #6)
BS	Race	See Race for HHMbr #1.	Race (for HHMbr #6)
BT	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #6)
BU	Disabled?	See “Disabled?” for HHMbr #1.	IsDisabled (for HHMbr #6)
BV	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #6)
BW	F/T Student	Y=Yes, N=No	IsStudentN (for HHMbr #6)
BX	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #6)
	HH Mbr #7		
BY	Last Name		LastName (for HHMbr #7)
BZ	First Name		FirstName (for HHMbr #7)
CA	Middle Initial		MiddleInitial (for HHMbr #7)
CB	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #7)
CC	Race	See Race for HHMbr #1.	Race (for HHMbr #7)
CD	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #7)
CE	Disabled?	See “Disabled?” for HHMbr #1.	IsDisabled (for HHMbr #7)
CF	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #7)
CG	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #7)
CH	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #7)
	HH Mbr #8		
CI	Last Name		LastName (for HHMbr #8)
CJ	First Name		FirstName (for HHMbr #8)
CK	Middle Initial		MiddleInitial (for HHMbr #8)
CL	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #8)

Column		Notes	Related Schema Element
CM	Race	See Race for HHMbr #1.	Race (for HHMbr #8)
CN	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #8)
CO	Disabled?	See "Disabled?" for HHMbr #1.	IsDisabled (for HHMbr #8)
CP	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #8)
CQ	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #8)
CR	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #8)
	HH Mbr #9		
CS	Last Name		LastName (for HHMbr #9)
CT	First Name		FirstName (for HHMbr #9)
CU	Middle Initial		MiddleInitial (for HHMbr #9)
CV	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #9)
CW	Race	See Race for HHMbr #1.	Race (for HHMbr #9)
CX	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #9)
CY	Disabled?	See "Disabled?" for HHMbr #1.	IsDisabled (for HHMbr #9)
CZ	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #9)
DA	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #9)
DB	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #9)
	HH Mbr #10		
DC	Last Name		LastName (for HHMbr #10)
DD	First Name		FirstName (for HHMbr #10)
DE	Middle Initial		MiddleInitial (for HHMbr #10)
DF	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #10)
DG	Race	See Race for HHMbr #1.	Race (for HHMbr #10)
DH	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #10)

Column		Notes	Related Schema Element
DI	Disabled?	See "Disabled?" for HHMbr #1.	IsDisabled (for HHMbr #10)
DJ	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #10)
DK	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #10)
DL	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #10)
	HH Mbr #11		
DM	Last Name		LastName (for HHMbr #11)
DN	First Name		FirstName (for HHMbr #11)
DO	Middle Initial		MiddleInitial (for HHMbr #11)
DP	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #11)
DQ	Race	See Race for HHMbr #1.	Race (for HHMbr #11)
DR	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #11)
DS	Disabled?	See "Disabled?" for HHMbr #1.	IsDisabled (for HHMbr #11)
DT	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #11)
DU	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #11)
DV	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #11)
	HH Mbr #12		
DW	Last Name		LastName (for HHMbr #12)
DX	First Name		FirstName (for HHMbr #12)
DY	Middle Initial		MiddleInitial (for HHMbr #12)
DZ	Relationship To Head Of Household	See Relationship to Head of Household for HHMbr #1.	RelationshipToHeadOfHousehold (for HHMbr #12)
EA	Race	See Race for HHMbr #1.	Race (for HHMbr #12)
EB	Ethnicity	See Ethnicity for HHMbr #1.	Ethnicity (for HHMbr #12)
EC	Disabled?	See "Disabled?" for HHMbr #1.	IsDisabled (for HHMbr #12)

Column		Notes	Related Schema Element
ED	Date of Birth (YYYY-MM-DD)		DOB (for HHMbr #12)
EE	F/T Student	Y=Yes, N=No	IsStudent (for HHMbr #12)
EF	Last 4 Digits of SSN		Last4DigitsOfSocialSecurityNo (for HHMbr #12)
	PART III. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)		GrossAnnualIncome_UseAnnualAmounts
	Row 1		GHHMbr
EG	HH Mbr #		GHHMbr_Number (for first specified HHMbr with gross income information)
EH	Employment or Wages		A_EmploymentOrWages (for first specified HHMbr with gross income information)
EI	Soc. Security/ Pensions		B_SocSecurity_Pensions (for first specified HHMbr with gross income information)
EJ	Public Assistance		C_PublicAssistance (for first specified HHMbr with gross income information)
EK	Other Income		D_OtherIncome (for first specified HHMbr with gross income information)
	Row 2		GHHMbr
EL	HH Mbr #		GHHMbr_Number (for second specified HHMbr with gross income information)
EM	Employment or Wages		A_EmploymentOrWages (for second specified HHMbr with gross income information)
EN	Soc. Security/ Pensions		B_SocSecurity_Pensions (for second specified HHMbr with gross income information)
EO	Public Assistance		C_PublicAssistance (for second specified HHMbr with gross income information)
EP	Other Income		D_OtherIncome (for second specified HHMbr with gross income information)
	Row 3		GHHMbr
EQ	HH Mbr #		GHHMbr_Number (for third specified HHMbr with gross income information)
ER	Employment or Wages		A_EmploymentOrWages (for third specified HHMbr with gross income information)

Column		Notes	Related Schema Element
ES	Soc. Security/ Pensions		B_SocSecurity_Pensions (for third specified HHMbr with gross income information)
ET	Public Assistance		C_PublicAssistance (for third specified HHMbr with gross income information)
EU	Other Income		D_OtherIncome (for third specified HHMbr with gross income information)
EV	Total Employment or Wages		A_Totals
EW	Total Soc. Security/ Pensions		B_Totals
EX	Total Public Assistance		C_Totals
EY	Total Other Income		D_Totals
EZ	Total Income		E_TotalIncome_Add_AtoD
	PART IV. INCOME FROM ASSETS		IncomeFromAssets
	Row 1		IHHMbr
FA	HH Mbr #		IHHMbr_Number (for first specified HHMbr with asset income information)
FB	Type of Asset		F_TypeOfAsset (for first specified HHMbr with asset income information)
FC	C/I	C=Current, I=Imputed	C_I (for first specified HHMbr with asset income information)
FD	Cash Value of Asset		H_CashValueOfAsset (for first specified HHMbr with asset income information)
FE	Annual Income from Asset		I_AnnualIncomeFromAsset (for first specified HHMbr with asset income information)
	Row 2		IHHMbr
FF	HH Mbr #		IHHMbr_Number (for second specified HHMbr with asset income information)
FG	Type of Asset		F_TypeOfAsset (for second specified HHMbr with asset income information)
FH	C/I	C=Current, I=Imputed	C_I (for second specified HHMbr with asset income information)

Column		Notes	Related Schema Element
FI	Cash Value of Asset		H_CashValueOfAsset (for second specified HHMbr with asset income information)
FJ	Annual Income from Asset		I_AnnualIncomeFromAsset (for second specified HHMbr with asset income information)
	Row 3		IHHMbr
FK	HH Mbr #		IHHMbr_Number (for third specified HHMbr with asset income information)
FL	Type of Asset		F_TypeOfAsset (for third specified HHMbr with asset income information)
FM	C/I	C=Current, I=Imputed	C_I (for third specified HHMbr with asset income information)
FN	Cash Value of Asset		H_CashValueOfAsset (for third specified HHMbr with asset income information)
FO	Annual Income from Asset		I_AnnualIncomeFromAsset (for fourth specified HHMbr with asset income information)
	Total Income From Assets		FromAssetsTotals
FP	Total Cash Value of Assets		Column_H_Total
FQ	Total Annual Income from Assets		Column_I_Total
FR	Total Cash Value of Assets If over $5000		FromAssetsTotal
FS	Imputed Income		J_ImputedIncome
FT	Total Income from Assets (With Imputed Income)		K_TotalIncomeFromAssets
FU	Total Annual Household Income		L_TotalAnnualHouseholdIncomeFromAllSources_EplusK
FV	Effective Date of Income Certification		EffectiveDateofIncomeCertification
FW	Household Size at Certification		HouseholdSizeAtCertification

Column		Notes	Related Schema Element
	PART V. DETERMINATION OF INCOME ELIGIBILITY		DeterminationOfIncomeEligibility
FX	Total Annual Household Income from All Sources		TotalAnnualHouseholdIncomeFromAllSources_FromItem_L
	Household Meets Income Restriction at:		
FY	60 pct	2=Household Meets Income Restriction at 60%	PercentATHouseholdMeetsIncomeRestriction
FZ	50 pct	1=Household Meets Income Restriction at 50%	PercentATHouseholdMeetsIncomeRestriction
GA	Other	If income restriction for this unit is set-aside below elected ceiling, enter percentage	IncomeRestrictionBelowFederalMax
GB	Current Income Limit per Family Size		CurrentIncomeLimitPerFamilySize
GC	Current Income Limit x 140 Pct		CurrentIncomeLimitWith140Percent
	Household Income exceeds 140 Pct at recertification		
GD	Y	Y=Yes, Household Income exceeds 140% at recertification	DoesHouseholdIncomeExceeds140PercentAtRecertification
GE	N	N=No, Household Income DOES NOT exceed 140% at recertification	DoesHouseholdIncomeExceeds140PercentAtRecertification
GF	Household Income at Qualification Date		HouseholdIncomeAtQualificationDate
GG	Household Size at Qualification Date		HouseholdSizeAtQualificationDate
	PART VI. RENT		Rent
GH	Tenant Paid Rent		TenantPaidRent

Column		Notes	Related Schema Element
GI	Monthly Utility Allowance		UtilityAllowance
GJ	Other Monthly non-optional charges		OtherNonOptionalCharges
GK	Gross Rent for Unit		GrossRentForUnit
GL	Monthly Rent Assistance		RentAssistance
GM	Federal Rent Assistance		FederalRentAssistanace
GN	Other Rent Assistance		NonFederalRentAssistanace
GO	Source of Rent Assistance	1=HUD Multi-Family PBRA 2=HUD Section 8 Mod Rehab 3=Public Housing Operating Subsidy 4=HOME Rental Assistance 5=HUD HCV, tenant-based 6=HUD Project-based voucher 7=USDA Section 521 Rental Assistance Program 8=Other Federal Rental Assistance	SourceofRentAssistanace
GP	Maximum Rent Limit for this Unit		MaximumRentLimitForThisUnit
	Unit Meets Rent Restriction at:		
GQ	60 pct	2=Household Meets Rent Restriction at 60%	PercentATUnitMeetsRentRestriction
GR	50 pct	1=Household Meets Rent Restriction at 50%	PercentATUnitMeetsRentRestriction

Column		Notes	Related Schema Element
GS	Other Pct	If rent for this unit is set-aside below elected ceiling, enter percentage	RentRestrictionBelowFederalMax
PART VII. STUDENT STATUS			Occupants
Are all occupants full time students?			
GT	Y	Y=Yes, all occupants are full time students	FullTimeStudents
GU	N	N=No, all occupants ARE NOT full time students	FullTimeStudents
GV	Student Explanation	1=TANF Assistance 2=Job Training Program 3=Single Parent/Dependent Child 4=Married/Joint Return 5=Previous Foster Care 6=Extended-Use Period	StudentExplanation
PART VIII. PROGRAM TYPE			ProgramType
GW	Tax Credit	Y=Yes (All units reported should be tax credit units)	TaxCredit
HOME Income Status:			
GX	HOME	Y=Yes	HOME
GY	50 pct AMGI	Y=Household Meets HOME program Income Restriction at 50%	HOMEIncomeStatus
GZ	60 pct AMGI	Y=Household Meets HOME program Income Restriction at 60%	HOMEIncomeStatus

Column		Notes	Related Schema Element
HA	80 pct AMGI	Y=Household Meets HOME program Income Restriction at 80%	HOMEIncomeStatus
HB	Over-Income	Y=Household is Over Income with regard to HOME program Income Restrictions	HOMEIncomeStatus
	Tax Exempt Income Status:		
HC	Tax Exempt	Y=Yes	TaxExempt
HD	50 pct AMGI	Y=Household Meets Tax Exempt Bond program Income Restriction at 50%	TaxExemptIncomeStatus
HE	60 pct AMGI	Y=Household Meets Tax Exempt Bond program Income Restriction at 60%	TaxExemptIncomeStatus
HF	80 pct AMGI	Y=Household Meets Tax Exempt Bond programE Income Restriction at 80%	TaxExemptIncomeStatus
HG	Over-Income	Y=Household is Over Income with regard to Tax Exempt Bond program Income Restrictions	TaxExemptIncomeStatus
	AHDP Income Status:		
HH	AHDP	Y=Yes	AHDP
HI	50 pct AMGI	Y=Household Meets AHDP Income Restriction at 50%	AHDPIncomeStatus
HJ	80 pct AMGI	Y=Household Meets AHDP Income Restriction at 80%	AHDPIncomeStatus
HK	Over-Income	Y=Household is Over Income with regard to AHDP Income Restrictions	AHDPIncomeStatus
	Other Program 1:		

Column		Notes	Related Schema Element
HL	Name of Program	First Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
HM	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
HN	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for First Other Program	IncomeStatus
	Other Program 2:		
HO	Name of Program	Second Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
HP	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
HQ	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Second Other Program	IncomeStatus
	Other Program 3:		
HR	Name of Program	Third Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
HS	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
HT	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Third Other Program	IncomeStatus
	Other Program 4:		
HU	Name of Program	Fourth Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram

Column		Notes	Related Schema Element
HV	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
HW	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Fourth Other Program	IncomeStatus
	Other Program 5:		
HX	Name of Program	Fifth Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
HY	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
HZ	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Fifth Other Program	IncomeStatus
	Other Program 6:		
IA	Name of Program	Sixth Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
IB	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
IC	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Sixth Other Program	IncomeStatus
	Other Program 7:		
ID	Name of Program	Seventh Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
IE	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus

Column		Notes	Related Schema Element
IF	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Seventh Other Program	IncomeStatus
	Other Program 8:		
IG	Name of Program	Eighth Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
IH	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
II	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Eighth Other Program	IncomeStatus
	Other Program 9:		
IJ	Name of Program	Ninth Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
IK	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
IL	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Ninth Other Program	IncomeStatus
	Other Program 10:		
IM	Name of Program	Tenth Other Program for which unit is counted toward property occupancy requirements	NameOfTheProgram
IN	Other Program Income Status	Y=data on income restriction is available (cell may be left blank)	IncomeStatus
IO	Other Program Income Status Specified	Percentage at which Household Meets Income Restriction for Tenth Other Program	IncomeStatus

4. OMB-Approved Data Collection Forms

- HUD LIHTC Database Data Collection Form (Project Data)
- HUD LIHTC Tenant Data Collection Form (Tenant Data)

HUD LIHTC Database Data Collection Form

OMB Approval No. 2528-0165 (Exp. 06/30/2016)

State:____________________ Allocating Agency Name: ______________________________________

Project Identification Number (PIN):____________________

Project Name: ____

Project Address: ____
(NUMBER and STREET)

________________________________ ________________ __________
(CITY) (STATE) (ZIP)

Building Identification Numbers (BIN): *Building 1:*____________________ *Building 2:*____________________*(ST-YR-XXXXX)*

Building Address: __________ __________ ______ __________ ______ ______
(STREET) (CITY) (ZIP) (STREET) (CITY) (ZIP)

Owner/Owner's Representative: ________________________________ ______________________________
(FIRST NAME) (LAST NAME)

____
(COMPANY NAME)

____
(NUMBER AND STREET)

________________________________ ________________ __________
(CITY) (STATE) (ZIP)

____
(AREA CODE AND TELEPHONE NUMBER)

Annual Amount of Tax Credits Allocated: $______________

Number of *Total* Units: ______________

Number of Total Units *by Size*: ______ ______ ______ ______ ______ = ______
OBR **1BR** **2BR** **3BR** **4+BR** **Total**

Number of *Low Income* Units: ___________

What is the elected rent/income ceiling for Low Income Units in this Project? 50% AMGI ☐; 60% AMGI ☐

Are any units set aside to have rents below the elected rent/income ceiling? Yes ☐; No ☐

If "Yes," how many units? ___________

Year Placed In Service: ___________

Year Project Received Allocation or Bond Issued: _________

Type *(check all that apply)*: ☐ New Construction; ☐ Rehab (with or without acquisition)

Credit Percentage *(check one)*: ☐ 9% (70% present value) ☐ Both 9% and 4%
☐ 4% (30% present value) ☐ TCEP only

Does this LIHTC project:	**Yes**	**No**	**If Yes, please provide:**	
Have a non-profit sponsor?	☐	☐		
Have increased basis due to qualified census tract/difficult development area or HERA-based designation?	☐	☐		
Have tax-exempt bond financing?	☐	☐		
Have HUD Multi-Family financing/rental assistance?	☐	☐	HUD Property ID: _______	
Have a Rural Housing Service (FmHA) Section 514 loan?	☐	☐	RD Loan #: __________	
Have a Rural Housing Service (FmHA) Section 515 loan?	☐	☐	RD Loan #: __________	
Have a Rural Housing Service (FmHA) Section 538 loan?	☐	☐	RD Loan #: __________	
Have HOME Investment Partnership Program (HOME) funds?	☐	☐	IDIS Activity ID: ________	Amount:__________
Have Tax Credit Assistance Program (TCAP) funds?	☐	☐	IDIS Activity ID: ________	Amount:__________
Have Community Development Block Grant (CDBG) funds?	☐	☐	IDIS Activity ID: ________	Amount:__________
Have an FHA/Risk Sharing loan?	☐	☐	Loan #: __________	
Form part of a HOPE VI development?	☐	☐	Amount: __________	
Have TCEP funds?	☐	☐	Amount: __________	
Target a specific population? (If yes, check all that apply)	☐	☐		

☐ Families ☐ Elderly ☐ Disabled ☐ Homeless ☐ Other ________________

Have a federal or state project-based rental assistance contract? Federal ☐ State ☐ Neither ☐

If "Federal", Section 8 Contract Number: ____________________

INSTRUCTIONS

State: *Enter the Postal Service two-character abbreviation for your state.*

Project Identifying Number: *Enter the Project Identification Number. If there is not an established method of assigning PINs, HUD recommends using the following format: State Postal Abbreviation - Allocation Year – First two digits of BIN; e.g. CT-10-01.*

Project Name: *Enter the name of the project. Do not enter a partnership name (e.g., Venture Limited II).*

Project Address: *Enter the complete address of the property, including address number and street name, city, state, and ZIP Code. If the project has multiple addresses (e.g., 52-58 Garden Street), please provide the address range. Also, please provide the address for each building (BIN). Do not enter a P.O. Box.*

Building Identification Number and Address: *Enter the Building Identification Number (BIN) assigned to the building (from IRS Form 8609). According to IRS Notice 88-91, the BIN consists of a two-character state postal abbreviation followed by the two-digit designation representing the allocation year, and a five-digit numbering designation. For example, the identification number for one of 25 buildings allocated a credit in 2010 by the Connecticut Housing Finance Authority (the only housing credit allocating agency in the state) might read CT-10-01001 .*

Owner's Contact Name, Address and Phone Number: *Enter the name, address and phone number of the owner or owner's contact person. This will often be a representative of the general partner. This information will be used for future mail or telephone contacts regarding the development. As such, we need an individual and company name and address as opposed to the partnership name.*

Annual Amount of Tax Credits Allocated: *Enter the total dollar amount of federal tax credits that may be claimed each year by the owners of this project. If the property is receiving only TCEP funds, enter 0 and report TCEP funds below.*

Number of Total Units: *Enter the total number of units in the project, summing across buildings if needed.*

Number of Total Units by Size: *Enter the number of units in the project (summing across buildings if necessary) that have 0, 1, 2, 3, or 4 or more bedrooms. Make sure the units sum to the total number of units in project.*

Number of Low Income Units: *Enter the number of units the in project (summing across buildings if necessary) that were qualified to receive Low Income Housing Tax Credits when the building(s) was/were placed in service.*

Elected Rent/Income Ceiling: *Indicate whether the project qualifies for tax credits with units set aside for tenants with income less than or equal to 50% of Area Median Gross Income (AMGI) or 60% of AMGI. "1" =50% or "2"="60%*

Units Below Elected Rent/Income Ceiling: *Check yes if any units in the project have rent levels set below the elected maximum. If yes, enter the number of units which meet this criteria. "1" =yes; "2"=no*

Year Placed in Service: *Enter the year the project was placed in service. If this is a multiple building project, with more than one placed in service date, enter the most recent date. Placement in service date is available from IRS Form 8609, Item 5.*

Year Project Received Allocation or Bond Issued: *Enter the initial allocation year for which tax credits were awarded for the project. Allocation date is available from IRS Form 8609, Item 1a. If the project received multiple allocations, use earliest allocation year. If no allocation was required (i.e., 50 percent or greater tax-exempt bond financed) and IRS Form 8609 Item 1a is blank, enter the year the bond was issued.*

Type (New Construction or Acquisition/Rehab): *Enter the production type for which the project is receiving tax credits, i.e., a newly constructed project and/or one involving rehabilitation. If the project involves both New Construction and Rehab, check both boxes. (Construction type can be inferred from IRS Form 8609, Item 6. If box a or b is checked, the building is new construction. If box c and d or e is checked, the building is acquisition/rehab.) "1"=New Construction; "2"=Acquisition and Rehab; "3"=Both New Construction and A/R*

Credit Percentage: *Indicate the type of credit provided: 9% credit (70% present value) or 4% (30% present value). Maximum applicable credit percentage allowable is available from IRS Form 8609, Item 2. The entry on the 8609 is an exact percentage for the project and may include several decimal places (e.g., 8.89% or 4.2%). Please check the closest percentage -- either 9 or 4 percent. The box marked "Both" may be checked when acquisition is covered at 4% and rehab at 9%. If the property received only Tax Credit Exchange Program (TCEP) funds, please indicate. Select "1"= 4% credit (30% present value); "2"= 9% credit (70% present value); "3"=both; "4"=TCEP only.*

Non-profit sponsor? *Check yes if the project sponsor is a 501(c)(3) nonprofit entity. Use the same criteria for determining projects to be included in the 10 percent non-profit set aside. "1"=yes; "2"=no*

Increased Basis Due to Qualified Census Tract (QCT) or Difficult Development Area (DDA)*? Check yes if the project actually received an increase in the eligible basis due to its location in a QCT, DDA, or HERA-authorized DDA designation. Increased basis can be determined from IRS Form 8609, Item 3b. (Note: Projects may be located in a QCT or DDA without receiving the increase.) "1"=yes; "2"=no*

Tax-exempt bond financing? *Check yes if financing was provided through tax-exempt bonds. Use of tax-exempt bonds can be determined from IRS Form 8609, Item 4, which shows percentage of basis financed from this source. "1"=yes; "2"=no*

HUD Multi-Family financing/rental assistance? *Check yes if financing or rental assistance was provided through one of HUD's Office of Multi-Family programs, including Section 221(d)(3) BMIR; Section 236; Rental Assistance Payment (RAP); Rent Supplement; Section 8 Project-Based Assistance; Section 202 PACs; Section 202 PRACs; Section 202 without Assistance; Section 811 PRACs, and provide the HUD property ID (REMS ID). "1"=yes; "2"=no*

Rural Housing Service (RHS) Section 514 loans? *Check yes if the project was financed with a Rural Housing Service Section 514 direct loan, and provide the loan number. "1"=yes; "2"=no*

Rural Housing Service (RHS) Section 515 loans? *Check yes if the project was financed with a Rural Housing Service Section 515 direct loan, and provide the loan number. "1"=yes; "2"=no*

Rural Housing Service (RHS) Section 538 loans? *Check yes if the project was financed with a Rural Housing Service Section 538 loan guarantee, and provide the loan number. "1"=yes; "2"=no*

HOME, TCAP or CDBG funds? *Check yes if the project was developed using HOME, TCAP or CDBG funds, and provide the IDIS Activity ID number and the dollar amount of funds. "1"=yes; "2"=no*

FHA/Risk Sharing loan? *Check yes if the project has an FHA /HUD Risk Sharing loan, and provide the loan number. "1"=yes; "2"=no*

Part of a HOPE VI development? *Check yes if the project is part of a HOPE VI public housing revitalization effort, and provide the dollar amount of HOPE VI funds <u>related to development or building costs only</u>. "1"=yes; "2"=no*

TCEP Funds? *Check yes if the project was developed using Tax Credit Exchange Program (TCEP) funds, and provide the dollar amount of funds. "1"=yes; "2"=no*

Population targeting? *Check yes if the project targets a specific population, such as families, elderly, people with disabilities, homeless, or other. "1"=yes; "0"=no or not indicated*

Federal or state project-based rental assistance contract? *Check if the project has a signed contract for federal or state project-based rental assistance, subsidizing rent for low-income tenants. "1"=Federal; "2"=State; "3"=both; "4"=neither. If Federal contract, provide the Section 8 contract number.*

PUBLIC BURDEN STATEMENT

Public reporting burden for this collection of information is estimated to average 8 hours for each response. This includes the time for collecting, reviewing, and reporting the data. The information will be used to measure the number of units of housing financed with the Low-Income Housing Tax Credit (LIHTC) that are produced each year. The information will also be used to analyze the characteristics of these housing units, and will be released to the public. This agency (HUD) may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

HUD LIHTC Tenant Data Collection Form

Certification Type: _____ (1=Initial Certification ; 2=Recertification; 3=Other) If other, specify: ________________________________	Effective Date of Certification: ____________ LIHTC Qualification Date: ____________ (YYYY-MM-DD)

Part I: Development Data

Property Name: ______________	PIN: ______________	BIN: ______________
Address: ______________	Unit Number: ______________	# Bedrooms: ______________

Part II: Household Composition

Was Unit Vacant on December 31, 2012? ☐ Yes; ☐ No (If Yes, no other tenant-specific information required.)

HH Mbr #	Last Name	First Name	Middle Initial	Relationship to Head of Household	Race	Ethnicity	Disabled?	Date of Birth (YYYY/MM/DD)	F/T student (Y or N)	Last 4 Digits of SSN
1										
2										
3										
4										
5										
6										
7										

Part III: Gross Annual Income (Use ANNUAL Amounts)

HH Mbr #	(A) Employment or Wages	(B) Social Security/Pensions	(C) Public Assistance	(D) Other Income
Individual Household Member Income Data is Optional – Household Total, Box (L) below, is Required				
Totals				
			Add totals from (A) through (D), above TOTAL INCOME **(E)**:	

Part IV: Income from Assets

HH Mbr #	(F) Type of Asset	(G) Current or Imputed	(H) Cash Value of Asset	(I) Income from Asset
Individual Household Member Income Data is Optional – Household Total, Box (L) below, is Required				
		Totals		
Enter column (H) total if over $5,000 $___________		Passbook Rate X 2.00%	= **(J)** Imputed Income	
Enter the greater of the total of column I or J			TOTAL INCOME FROM ASSETS **(K)**	
			(L) Total Annual Household Income from All Sources [Add (E) + (K)]	

Effective Date of LIHTC Income Certification: ________ (YYYY-MM-DD)

Household Size at LIHTC Certification: ________

Part V: Determination of Income Eligibility

Total Annual Income From All Sources: $__________
[From Item **(L)**]

Household Meets LIHTC Income Restriction at: ☐ 50% AMGI; ☐ 60% AMGI;

If income restriction for this unit is set-aside below elected ceiling, enter percentage. * ____%

**Do not enter the actual calculated percentage for tenant.*

Current LIHTC Income Limit per Family Size: $__________

RECERTIFICATION ONLY:

Current Income Limit x 140%: $______

Household Income Exceeds 140% at Recertification: ☐ Yes ☐ No

Household Income at LIHTC Qualification Date: $______

Household Size at LIHTC Qualification Date: ______

Part VI: Monthly Rent

Tenant Paid Monthly Rent: $___________
Monthly Utility Allowance: $___________
Other Monthly Non-optional Charges: $___________
Gross Monthly Rent for Unit: $___________
(Tenant Paid Rent plus Utility Allowance and Other Non-Optional Charges)

Maximum LIHTC Rent for this Unit: $___________
Unit Meets LIHTC Rent Restriction at: ☐ 50% AMGI; ☐ 60% AMGI;

If rent for this unit is set-aside below elected ceiling, enter percentage. * _____%
**Do not enter the actual calculated percentage for tenant.*

Total Monthly Rent Assistance: $___________
Federal Rent Assistance: $___________
Other Rent Assistance: $___________

Source of Federal Rent Assistance: ______

1. HUD Multi-Family Project-Based Rental Assistance (PBRA)[1]
2. HUD Section 8 Moderate Rehabilitation
3. Public Housing Operating Subsidy
4. HOME Rental Assistance
5. HUD Housing Choice Voucher (HCV), tenant-based
6. HUD Project-Based Voucher (PBV)
7. USDA Section 521 Rental Assistance Program
8. Other Federal Rental Assistance

[1] Includes: Section 8 New Construction/Substantial Rehabilitation; Section 8 Loan Management; Section 8 Property Disposition; Section 202 Project Rental Assistance Contracts (PRAC)

Part VII. Student Status

Are all Occupants Full-Time Students? ☐ Yes ☐No

If Yes, enter Student Explanation*: ______

*Student Explanation:
1. TANF Assistance
2. Job Training Program
3. Single Parent/Dependent Child
4. Married/Joint Return
5. Previous Foster Care
6. Extended-Use Period

Part VIII: Program Type

Mark the program(s) listed below (a through e) for which this household's unit will be counted toward the property's occupancy requirements. Next to each program marked, indicate the household's income status as established by the certification/recertification.

☐ a. Tax Credit	☐ b. HOME	☐ c. Tax Exempt	☐ d. AHDP	☐ e. ____________ (Name of Program)
	Income Status:	Income Status:	Income Status:	Income Status:
See Part V above.	☐ ≤ 50% AMGI ☐ ≤ 60% AMGI ☐ ≤ 80% AMGI ☐ OI**	☐ 50% AMGI ☐ 60% AMGI ☐ 80% AMGI ☐ OI**	☐ ≤ 50% AMGI ☐ ≤ 80% AMGI ☐ OI**	☐ _______%

** Upon recertification, household was determined over-income (OI) according to eligibility requirements of the program(s) marked above.

Privacy Act Information: This collection is authorized by 42 USC § 1437z–8. The collection of partial social security numbers is permitted by 42 U.S.C. § 3543 and 3544. The information collected on these forms is protected by the Privacy Act of 1974, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and the Fair Housing Act (42 U.S.C. 3601-19). This collection is mandatory, but disclosure by the tenant of race, ethnicity and disability status is optional.

For information, assistance, or inquiry about the existence of records, contact the Privacy Act Officer at the Department of Housing and Urban Development, 451 7th Street S.W., Washington, D.C. Written requests must include the full name, Social Security Number, date of birth, current address, and telephone number of the individual making the request.

Instructions

General Instructions: The purpose of this form is to enable reporting of federal low income housing tax credit data. The definitions for all fields are to be understood in that context. All fields below must appear on the state TIC. A state may not collect data in a field that differs from the applicable definition below. States are free to include other fields on their TICs that are designed to collect other data. Displaying OMB information on the form, including the OMB form number, is appropriate only if the HUD OMB-approved TIC remains unchanged. However, if any changes are made to the form (changing words, adding signature blocks, etc) the OMB number, approval date, etc must not be included on the state form. OMB rules do not allow for any modifications of an OMB form if the OMB number is to be used.

Part I - Development Data

Certification Type: *Enter the type of tenant certification: Initial Certification (move-in), Recertification (annual recertification), or Other. If Other, specify the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other state-required recertification).*

Effective Date: *Enter the effective date of the tax credit certification. If a self-certification was conducted after a verified income certification, enter the self-certification date. Part IV below requests the date of the verified income certification.*

LIHTC Qualification Date: *Enter the most recent tax credit qualification date for the household that is less than or equal to the certification effective date.*

Property Name: *Enter the name of the development*.

PIN: *Enter the Project Identification Number. Please include hyphens between the state abbreviation, allocating year, and project-specific number. If there is not an established method of assigning PINs, HUD recommends using the following format: State Postal Abbreviation - Allocation Year - First two digits of BIN (if those digits are project specific); e.g. CT-10-01.*

BIN #: *Enter the Building Identification Number (BIN) assigned to the building (from IRS Form 8609). According to IRS Notice 88-91, the BIN consists of a two character state designation (identical to a postal state abbreviation) followed by a two digit designation representing the year the credit is allocated, and a five digit numbering designation. For example, the identification number for one of 25 buildings allocated a credit in 1987 by the Connecticut Housing Finance Authority (the only housing credit allocating agency in the state) might read CT-87-00023.*

Address: *Enter the <u>physical address</u> of the building, including street number and name, city, state and zip code.*

Unit Number: *Enter the unit number.*

Bedrooms: *Enter the number of bedrooms in the unit.*

Part II - Household Composition

Was Unit Vacant on December 31, 2012?: *Check if unit was vacant on December 31 of requesting year. For the 2011 data collection, this refers to December 31, 2012. "1"=yes; "2"=no*

Name: *List first name, middle initial and last name of all occupants of the unit. For unborn child of pregnant household member, enter "unborn".*

Relationship to Head of Household: *Enter each household member's relationship to the head of household by using one of the following coded definitions: H – Head of Household; S – Spouse; A – Adult co-tenant; O – Other family member; C – Child (including unborn child of pregnant household member); F – Foster child or Foster adult; L – Live-in caretaker; or N – None of the above.*

Race: *Enter each household member's race by using at least one of the following coded definitions: 1 – White; 2 – Black/African American; 3 – American Indian/Alaska Native; 4 – Asian; 5 – Native Hawaiian/Other Pacific Islander; 6 – Other; or 8 – tenant did not respond.*

Ethnicity: *Enter each household member's ethnicity by using one of the following coded definitions: 1 – Hispanic or Latino; 2 – not Hispanic or Latino; or 3 – Tenant did not respond.*

Disabled?: Check yes (*"1" =yes; "2"=no; or "3"=Tenant did not respond)* if any member of the household is disabled according to Fair Housing Act definition for handicap (disability):

- A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. For a definition of "physical or mental impairment" and other terms used in this definition, please see 24 CFR 100.201, available at http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs_fhr_100-201.
- "Handicap" does not include current, illegal use of or addiction to a controlled substance.
- An individual shall not be considered to have a handicap solely because that individual is a transvestite.

The housing credit agency administering its low-income housing credit program must, to the best of its ability, provide this disability status information, pursuant to 42 U.S.C. 1437z-8. However, it is the tenant's voluntary choice whether to provide such information, and questions to the tenant requesting the information must so state. If the tenant declines to provide the information, the housing credit agency shall use its best efforts to provide the information, such as by noting the appearance of a physical disability that is readily apparent and obvious, or by relying on a past year's information. For purposes of gathering this information, no questions with respect to the nature or severity of the disability are appropriate."

Date of Birth: *Enter each household member's date of birth.*

Student Status: *Enter Yes if the household member is a full-time student or No if the household member is not a full-time student. "1" =yes; "2"=no*

Last Four Digits of Social Security Number: *For each tenant over 18 years of age, enter the last four digits of the social security number or the last four digits of the alien registration number. If tenant does not have a SSN or alien registration number, enter "0000".*

Part III - Annual Income

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income, including acceptable forms of verification.

From the income verification forms obtained from each income source, enter the gross amount anticipated to be received for the twelve months from the effective date of the (re)certification. Individual household member income and total income for each Column is optional. Total Annual Household Income From All Sources, Box (L) in Part IV, is required. If individual household member income is provided, list the respective household member number from Part II.

Column (A): *Enter the annual amount of wages, salaries, tips, commissions, bonuses and other income from employment; distributed profits and/or net income from a business.*

Column (B): *Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.*

Column (C): *Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).*

Column (D): *Enter the annual amount of alimony, child support, unemployment benefits or any other income regularly received by the household.*

Line (E): *Add the totals from columns (A) through (D), above. Enter this amount.*

Part IV - Income from Assets

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.

From the third party verification forms obtained from each asset source, list the gross amount anticipated to be received during the twelve months from the effective date of the certification. Individual household member income and total income for Columns (H) and (I) are optional. Total Annual Household Income From All Sources, Box (L), is required. If individual household member income is provided, list the respective household member number from Part II.

Column (F): *List the type of asset (i.e., checking account, savings account, etc.)*

Column (G): *Enter C (for current, if the family currently owns or holds the asset), or I (for imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification. ("1" = C; "2" = I)*

Column (H): *Enter the cash value of the respective asset.*

Column (I): *Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate).*

TOTALS: *Add the total of Column (H) and Column (I), respectively.*

If the total in Column (H) is greater than $5,000 you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by 2% and enter the amount in (J), Imputed Income.

Box (K): *Enter the greater of the total in Column (I) or (J).*

Box (L): *Total Annual Household Income From all Sources. Add (E) and (K) and enter the total. THIS INFORMATION IS REQUIRED.*

Effective Date of LIHTC Income Certification: *If the current Tenant Income Certification (TIC) did not update the tenant's income information and the TIC is reporting previous income, enter the effective date of the income qualification corresponding to the total annual household income entered in Box L. If annual income certification is not required, this may be different from the effective date listed in Part I.*

Household Size at LIHTC Certification: *If the current Tenant Income Certification (TIC) did not update the tenant's household size information and the TIC is reporting previous information, enter the number of tenants corresponding to the total annual household income entered in Box L. If annual income certification is not required, this may be different from the number of tenants listed in Part II.*

Part V – Determination of Income Eligibility

Total Annual Household Income from all Sources: *Enter the number from item (L).*

Household Meets LIHTC Income Restriction at: *Indicate the income restriction that the household meets according to what is* <u>*required*</u> *by the LIHTC federal set-aside(s) for the project.*

If the income restriction for this unit is set-aside below elected ceiling, enter the percent required. *If this unit has an income-restriction set below the elected federal maximum, enter the percent required.*

Current LIHTC Income Limit per Family Size: *Enter the Current Maximum Move-in Income Limit for the household size. The income limit must be the IRS Section 42 income limit associated with the federal tax credit set-aside.*

For Recertifications Only:

Current Income Limit x 140%: *For recertifications only, multiply the Current Maximum Move-in Income Limit by 140% and enter the total.*

Household Income Exceeds 140% at Recertification: *Indicate whether the household income exceeds 140% of the current income limit.*

Household Income at LIHTC Qualification Date: *For recertifications, only, enter the household income at the time of LIHTC qualification.*

Household Size at LIHTC Qualification Date: *For recertifications only, enter the household income at the time of LIHTC qualification. On the adjacent line, enter the number of household members at the time of program qualification.*

Part VI - Monthly Rent

Tenant Paid Monthly Rent: *Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).*

Monthly Utility Allowance: *Enter the utility allowance. If the owner pays all utilities, enter zero.*

Other Monthly non-optional charges: *Enter the amount of* <u>*non-optional*</u> *charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.*

Gross Monthly Rent for Unit: *Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges. The total may* <u>*NOT*</u> *include amounts other than Tenant Paid Rent, Utility Allowance and other non-optional charges. In accordance with the definition of Gross Rent in IRC §42(g)(2)(B), it may not include any rent assistance amount.*

Total Monthly Rent Assistance: *Enter the amount of total rent assistance received, if any.*

Federal Rent Assistance: *Enter the amount of rent assistance received from a federal program, if any.*

Other Rent Assistance: *Enter the amount of non-federal rent assistance received, if any.*

Source of Federal Rent Assistance: *If federal rent assistance is received, indicate the program source*

Maximum LIHTC Rent Limit for this Unit: *Enter the maximum allowable gross rent for the unit. This amount must be the maximum amount allowed by the Current Income Limit per Family Size—specifically, the max rent limit for the federal 50% or 60% set aside.*

Unit Meets LIHTC Rent Restriction at: *Indicate the appropriate rent restriction that the unit meets according to what is* <u>*required*</u> *by the set-aside(s) for the project. If your agency requires a rent restriction lower than the federal limit, enter the percent required.*

If rent for this unit is set-aside below elected ceiling, enter the percent required. *If this unit has a rent level set below the elected federal maximum, enter the percent required.*

Part VII - Student Status

Are all Occupants Full-Time Students?: *If all household members are full-time students, check "yes". Full-time status is determined by the school the student attends. If at least one household member is not a full-time student, check "no". ("1" =yes; "2"=no)*

Student Explanation: *If all occupants are full-time students, indicate the appropriate exemption as listed in the box to the right. Note that not all exemptions listed are applicable to each state, e.g. Extended-Use Period.*

Part VIII – Program Type

Mark the program(s) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by the certification/recertification. If the property does not participate in the HOME, Tax-Exempt, Affordable Housing Disposition Program (AHDP) or other housing program, leave those sections blank.

Tax Credit: *Mark the appropriate box indicating the household's designation. If the property does not have any occupancy requirements in addition to those required by Section 42, mark the box that corresponds to the property's minimum set aside. Upon re-certification, if the household's income exceeds 140% of the income limitation imposed by Section 42, mark "OI".*

HOME: *If the property participates in the HOME program and the unit this household will occupy will count towards the HOME program set asides, mark the appropriate box indicting the household's designation.*

Tax Exempt: *If the property participates in the Tax Exempt Bond program, mark the appropriate box indicating the household's designation.*

AHDP: *If the property participates in the Affordable Housing Disposition Program (AHDP) program, and this household's unit will count towards the set aside requirements, select the appropriate box to indicate if the household is a VLI, LI or OI (at re-certification) household.*

Other: *If the property participates in any other affordable housing program, complete the information as appropriate.*

PUBLIC BURDEN STATEMENT

Public reporting burden for this collection of information is estimated to average 40 hours for each response. This includes the time for collecting, reviewing, and reporting the data. The information will be used to measure the number of units of housing financed with the Low-Income Housing Tax Credit (LIHTC) that are produced each year. The information will also be used to analyze the characteristics of these housing units, and will be released to the public. This agency (HUD) may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.