

SPECTRUM SEMINARS, INC.  
www.spectrumseminars.com  
steve.rosenblatt@spectrumseminars.com



SPECTRUM ENTERPRISES, INC.  
www.spectrumlihtc.com  
info@spectrumlihtc.com

75 John Roberts Road  
Suite 2C  
South Portland, ME 04106  
207-767-8000

March 18, 2022

To: ALL U.S. Virgin Islands Low Income Housing Tax Credit Property Owners  
From: William B. Whalen, Compliance Analyst, Spectrum Enterprises  
CC: Mr. Andrew Bowden, President and Partner, Spectrum Enterprises  
RE: Compliance Monitoring 2021 Year-End Reporting

Spectrum will be collecting the annual submission of year-end documentation for 2021. This submission is required by the Internal Revenue Service, as noted in Section 42 (26 CFR Part I-1.42-5 (c)) of the Internal Revenue Code, and by the Virgin Islands Housing Finance Agency (VIHFA). Every property is required to submit an Owner's Certificate of Continuing Compliance and a Unit History Report/Database and proof of the utility allowances in use for 2021. This year-end submission is due by **5/1/2022**. Late submissions could result in noncompliance reported to the IRS on Form 8823.

**Regarding the Owner's Certification:**

The Annual Report and Owner's Certificate of LIHTC Program Compliance for each tax credit property may be downloaded from our website [www.spectrumlihtc.com](http://www.spectrumlihtc.com). Under State Monitoring, click on the US Virgin Islands tab. Then scroll to the bottom of the page and click on Virgin Islands End of Year. Please be sure you are sending the most recent version of the Owner's Certificate. Changes in ownership of property and/or owner/management contact information should be listed on page four of the Owner's Certificate. Please submit this certificate to us electronically using [USVIEOY@spectrumlihtc.com](mailto:USVIEOY@spectrumlihtc.com) and please put property name in the email subject line.

**Regarding the Unit History Report:**

The electronic report/database should contain unit events for 2009 – 2021 unless the property placed in service on a later date. Databases containing just 2021 data will not be accepted. Add the unit events for 2021 to the database submitted last year. Review and update all Owner, General Partner, Management and Property contact information as needed. Remember if there were any changes in ownership of property and/or owner/management contact information, it needs to be listed on page four of the Owner's Certificate, as prescribed above.

**Regarding 2020 Annual Certification Being Waived from 4/1/2020 to 10/1/2021:**

If you did not complete a 2020 annual certification for a household due to COVID-19, do not put one in the database. 2020 Annual Certifications that were not completed between 4/1/2020 and 10/1/2021 will not be cited in the 2021 End of Year Report. However, missing 2020 Annual Recertifications due prior to 4/1/2020 will be cited for noncompliance and require clarification.

**Regarding the Utility Allowance Documentation:**

Documentation from the source must be submitted to support the 2021 Utility Allowances used at your property, if applicable. This information should be submitted electronically as well. Please take note that as an Owner, you are required to maintain all the information we are requesting as per the Record Keeping Requirements of Section 42 (26 CFR Part 1.42-5(b)). Untimely submissions may result in Form 8823 being issued.

If you need technical support, please contact Paul Perpich at 517-277-0120. For all other year-end questions, please contact me at Spectrum Enterprises at 207-805-0039.

Sincerely,

A handwritten signature in blue ink that reads "William B. Whalen". The signature is cursive and fluid.

William B. Whalen  
Compliance Monitor  
Spectrum Enterprises

cc: Janine Hector, Virgin Island Housing Finance Authority  
Andrew Bowden, Spectrum Compliance