



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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DATE: February 29, 2024

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

FROM: California Tax Credit Allocation Committee – Compliance Section

RE: 2023 HUD Tenant Demographic Data Collection

2023 Tenant Demographic Data Collection

The California Tax Credit Allocation Committee (CTCAC) would like to provide an update to project owners and management companies on CTCAC's efforts to comply with California's Tenant Demographic Data Collection requirements. In 2024, CTCAC's contractor will continue to be Spectrum Enterprises.

For all Low-Income Housing Tax Credit (LIHTC) households, the data requested shall be as of December 31, 2023. For example, if a household occupied a unit on December 31, 2023, the data reported to Spectrum shall be from either the Initial or Move-In certification that occurred in 2023 or the most recent recertification that was completed for the household in 2023. If the unit was vacant on December 31, 2023, the certification type would be set to Move out or Transfer Out and no further documentation is required.

Data Submission Schedule

The final deadline for the submission of 2023 data to Spectrum is May 31, 2024. Failure to submit the data to Spectrum by the required deadline will result in assessment of a fine to the project owner.

In order to submit the tenant data for the 2023 data collection cycle, you must use the same Spectrum software previously downloaded and installed to complete the 2022 data collection cycle. There have not been any changes made to the software. If the software is still present on your computer(s), you would simply start as you did last year and it will be automatically updated for the 2023 collection cycle on April 1, 2024. If you do not have the Spectrum software currently installed at your site, you may install it from Spectrum's website at:

<http://www.spectrumlihtc.com/states/california/>

It is essential that project owners and management staff submit the data using the correct Building Identification Number (BIN) formatting. CTCAC requires the BINs in the following format:

Consistent with the IRS, the BINs are designated by CTCAC as CA-YY-PPPNN where the YY represents the last 2 digits of the allocation year, the PPP represents the CTCAC project application ID and the NN represents the building number within the project (01, 02, 03, etc.).

Please refer to Spectrum's website at: <http://www.spectrumlihtc.com/states/california/> for more information regarding the 2023 tenant demographic data collection. If you have any additional questions regarding support, accessing your previous year's files, or if this is the first time you will be installing the Spectrum Software, please contact Paul Perpich with Spectrum at (517) 277-0120 or at HUDHelp@SpectrumLIHTC.com. For all other questions, please contact CTCAC Compliance Section staff, Pheng Moua, Elizabeth Gutierrez-Ramos, or Mayra Lozano by phone at 916-654-6340 or by email at pheng.moua@treasurer.ca.gov, egutierrez@treasurer.ca.gov, or mlozano@treasurer.ca.gov respectively.

Thank you.